

Overview

The Department of Administrative Services has assisted the Department of Consumer and Business Services in implementing plain language requirements throughout state government. DAS participated in the pilot phase of the initiative with five other agencies and took the lead through its statewide training unit to provide an introductory training program. DAS assisted DCBS in disseminating information about plain language training and expectations government-wide.

Training Efforts

In accordance with HB 2702, DAS began offering the course, *Plain Language Plus: Writing for Easy Reading*, in 2008. In less than one year, more than 700 state employees took the course, at a total cost of approximately \$20,000 — far less than some other states have spent on implementing plain-language requirements. Nearly a hundred of those who took the course work for DAS.

The early training phase revealed that some agencies require a more detailed course for people who write at a technical level (engineers for example). Several agencies require stronger, more aggressive training over a longer period. To respond to both these needs, DAS will solicit appropriate vendors and offer more courses.

Ongoing Projects

In the fall of 2007, DAS launched an internal project to update 50 of its most-used Web sites. The goal of was two-fold:

- Improve the clarity, content and appearance of various Web pages.
- Build awareness for plain language and begin “raising the bar” on future expectations.

A second project in early 2008 asked every DAS division to identify current projects and incorporate the elements of plain language in two or more written products. The new project called for revising more Web pages or rewriting brochures, guidelines or policies. In the fall of 2008, DAS issued a policy that requires every *newly created* or *revised* policy to comply with plain language. Because DAS is state government’s chief writer and implementer of policy, this requirement entails an enormous effort. It will, however, make compliance easier and faster, thus reducing costs. In 2009, DAS will launch a project to ensure all statewide newsletters sponsored by DAS divisions comply with plain language.

Measuring Outcomes

1. Beginning Oct. 1, 2008, all newly created or revised policies *will* comply with plain language. Previously, nearly 100 percent of policies *did not comply* with plain language.
2. Beginning August 1, 2009, 100 percent of DAS’ newsletters will comply with plain language.

Looking Ahead

DAS will continue to lead the state’s efforts in plain-language training, and in incorporating plain language in its daily operations. Efforts include requiring managers to attend training, encouraging all employees who write to attend training, employing university interns to tackle special projects, devoting internal resources to champion plain language in DAS communications, and using striking makeover examples to show the benefits of good writing.

Contacts

Internal Coordinator for Plain Language, Raelynn.Henson@das.state.or.us

Liaison to State Communications Council, Lonn.Hoklin@das.state.or.us

How ACH Payments Will Affect and Benefit VENDORS, TRAVELERS, RECIPIENTS, CONTRACTORS, FINANCIAL INSTITUTIONS, and STATE AGENCIES

Payees

Payees who regularly conduct business with State agencies can receive their money more quickly by using the ACH process. To do this, they must authorize the service and supply SFMS with information about their financial institution and a single checking or savings account to be used.

Payees must work with their financial institutions to determine:

- ◆ If the financial institution is capable of receiving ACH payments, and if so,
- ◆ What remittance information they make available, how, and when.

The benefits of receiving electronic payments include:

- ✓ Eliminating mail and handling delays
- ✓ Allowing the immediate availability of funds
- ✓ Producing payments that are fully traceable
- ✓ Eliminating the possibility of lost, stolen, or misplaced checks
- ✓ Reducing the possibility of fraud
- ✓ Completing only one authorization form to receive payments from more than one state agency
- ✓ Reducing the cost of government operations
- ✓ Reducing the consumption of paper

Financial Institutions

Per NACHA rules, financial institutions must make payment-related information available, upon request, to their customers who receive payments through certain ACH formats. Additionally, they should work to ensure remittance information is passed along to their customers.

Financial institutions should determine:

- ◆ If they are a part of the ACH network
- ◆ How and when the information will be provided to their customers

The benefits of receiving these payments electronically include:

- ✓ Reducing manual operations associated with check handling and processing
- ✓ Meeting your customers' needs
- ✓ Reducing the possibility of fraud

State Agencies

As a State agency, you may convert payments of payees that are frequently paid from warrants to ACH payments by following the prescribed ACH process.

The benefits of making your payments electronically include:

- ✓ Reducing operating costs by reducing manual payment follow-up
- ✓ Streamlining financial operations and account reconciliations
- ✓ Decreasing indirect costs associated with printing and mailing checks
- ✓ Reducing the possibility of loss and fraud.



ACH services are authorized by 31 CFR Part 210
and ORS 74A.1010 et seq.

STATE OF OREGON

DEPARTMENT OF ADMINISTRATIVE SERVICES

STATE CONTROLLER'S DIVISION
(SCD)

STATEWIDE FINANCIAL
MANAGEMENT SERVICES
(SFMS)



AUTOMATED CLEARING HOUSE



ELECT
PAYM Before

STATE OF OREGON

STATE CONTROLLER'S DIVISION (SCD)

STATEWIDE FINANCIAL MANAGEMENT
SERVICES (SFMS)

ACH PAYMENT SERVICE

INTRODUCTION

Effective March 2003, payees that regularly receive payments from the State of Oregon may be eligible to receive payments through Electronic Funds Transfer (EFT) by way of the Automated Clearing House Services of the Federal Reserve Banking System

ACH payments are a secure, reliable, low-cost alternative to printing and mailing checks and warrants. The Federal Reserve Bank of San Francisco serves as the clearinghouse for the financial institutions in Oregon. The FRB of SF routes ACH payments to financial institutions in all 50 states. Virtually every bank and financial institution in the country is a qualified member of the ACH network. The ACH transactions within this network are governed and regulated by the National Automated Clearing House Association (NACHA). The members in West Coast states are further coordinated and supported by the Western Payments Alliance, in San Francisco.

The State of Oregon, through the Oregon State Treasury (OST), uses an authorized Servicing Bank to process ACH payments to contractors, merchants, and other business partners for a wide range of goods and services. ACH payments are also made to state employees who are regularly reimbursed for approved expenses incurred while traveling on state business.



ACH payments are convenient and secure. They reduce the risk of loss and fraud. The savings of time and money make good sense for State of Oregon and its business partners.

When agencies pay for the goods and services they have received, SFMS functions as the payment distributor. Upon receipt of a payment order from an agency, SFMS posts the accounting transactions and issues payment by warrant or through the ACH network.

To facilitate record keeping, simultaneous payments by an agency are combined into one payment. However, payments from multiple agencies are handled separately.

When SFMS sends a payment order to the State Treasury, an email notice is sent to the payee. The information normally sent with a warrant is posted on a secure web site on the Internet. This web site holds 90 days of data. Payees may access this web site 24 hours a day, seven days a week at no additional cost. The web site's location is:

<https://pmtinfo.das.state.or.us>

Those who desire to receive ACH payments must complete and return a Direct Deposit Authorization form (SFMS ACH-1). For this form or more information, please call: SFMS Operations at (503) 373-1044 ext. 247.

The State of Oregon complies with the Americans With Disabilities Act. Those needing an alternative format for this information may request it by TDD at (503) 378-4672

How it Works:

- ◆ *Once payment is approved, the Agency Office enters payment instructions into the Statewide Financial Management System (SFMA). SFMA sends payment instructions to the State Treasury, which send payment instructions to its bank. The State's bank forwards these instructions to the ACH operator (the Federal Reserve Bank in San Francisco), which coordinates the transfer of funds to your Financial Institution.*
- ◆ *On the settlement day a credit is posted to your account. Total transit time is two banking days.*
- ◆ *If your account is closed or incorrectly identified, the funds are returned through the ACH network to the Treasury's bank. If this should happen, payment will be mailed to you.*
- ◆ *The initial set up and routing verification takes nine banking days. In the meantime, any payments due will be made by warrant.*

This process is completely separate from the State's payroll system. Changes in one do not affect the other in any way.

To request an enrollment form, contact SFMS Operations at (503) 373-1044 ext 247, or visit our web site at:

http://egov.oregon.gov/DAS/SCD/SFMS/docs/ACH_enrollment_form.doc



Eligibility

If you regularly receive payments from Oregon state government, you may be eligible to receive ACH electronic payments.

Plain Language Improvements:

- Changed “payees” to “you” for friendlier feeling
- Cut unnecessary information
- Added photos for visual interest

The benefits of electronic payments

- Eliminate mail and handling delays
- Immediate availability of funds
- Traceable payments
- Eliminate lost, stolen or misplaced checks
- Reduce possibility of fraud
- Single authorization form for multiple state agencies
- Reduce government operation costs
- Reduce paper consumption

Getting started

Do you want to get set up for electronic payments? Contact SFMS Operations to request an enrollment form, or visit us online.

SFMS Operations
(503) 373-1044, ext. 247

http://oregon.gov/DAS/SCD/SFMS/docs/forms/ACH_enrollment_form.doc



DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

The state of Oregon complies with the Americans with Disabilities Act. People who need an alternative format for this information may request it by TTY at (503) 378-4672.



DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

State Controller's Division
Statewide Management **After**

About electronic payments

Automated Clearing House (ACH) electronic payments are a secure, reliable, low-cost alternative to printing and mailing checks and warrants. These electronic payments are made through electronic funds transfer.

Oregon state government uses an authorized bank to process ACH payments to contractors, merchants, and other business partners for a wide range of goods and services. The state also uses ACH payments for state employees who regularly receive reimbursement for approved expenses while traveling on state business.



The ACH electronic payments process is completely separate from state government's payroll system. Changes in one system do not affect the other in any way.

How it works

- 1 When an agency approves a payment to a contractor, merchant or employee, their staff enters payment instructions into the Statewide Financial Management Application (SFMA). SFMA then sends payment instructions to the state's bank. The bank forwards these instructions to the ACH operator which coordinates the transfer of funds to the appropriate financial institution.
- 2 The payee receives email notification that the payment order has been sent to the State Treasury. Payment order information is accessible online for 90 days at: <https://pmtinfo.das.state.or.us>
- 3 On the settlement day, the bank posts a credit to the account. Total transit time is two banking days.
- 4 If an account is closed or incorrectly identified, the funds return through ACH to the state's bank. If this happens, the state mails the payment.
- 5 The initial set up and routing verification takes nine banking days. In the meantime, if a payee is owed a payment, the state issues a warrant.



Oregon
Theodore R. Kulongoski, Governor

Department of Administrative Services
State Controller's Division
155 Cottage Street NE, U50
Salem, Oregon 97301-3969
(503) 378-3156
FAX (503) 378-3518



August 29, 2008

PAYROLL DEPARTMENT

«Agency_Combined_Name»
«Address»
«City» «State» «Zip»

«Number»

SUBJECT: ANNUAL AUTHORIZED SIGNATURE VERIFICATION
ACTION DEADLINE: WEDNESDAY, 9/3/2008

Oregon Statewide Payroll Services (OSPS) is conducting an annual review of authorized signatures for manual checks and pay advances. Listed below are the signatures we have on file for check request approval and whether or not the person is authorized to sign for pay advances and/or other manual checks.

The mandated review of your signature authorities is necessary to ensure good controls and compliance with Oregon Accounting Manual (OAM) chapters 10.00.00.PO and 10.40.00.PO.

If there are **changes, additions or deletions** necessary, we are required by Oregon Accounting Manual (OAM) procedure 45.25.00PR to collect a **new ORIGINAL completed Form 75.45.01.FO, Authorized OSPA Signatures for each separate agency number.** This form may be found in PDF format online with the OAM here: <http://tinyurl.com/76v6a>.

If there are **no changes**, please initial and date this letter, mark it with "no changes", and **return to OSPS** via fax at (503) 378-3518 or via shuttle.

<u>Authorized Signer</u>	<u>Manual Checks</u>	<u>Pay Advances</u>
«Signer1»	«ManualChecks1»	«PayAdvances1»
«Signer2»	«ManualChecks2»	«PayAdvances2»
«Signer3»	«ManualChecks3»	«PayAdvances3»
«Signer4»	«ManualChecks4»	«PayAdvances4»
«Signer5»	«ManualChecks5»	«PayAdvances5»
«Signer6»	«ManualChecks6»	«PayAdvances6»
«Signer7»	«ManualChecks7»	«PayAdvances7»
«Signer8»	«ManualChecks8»	«PayAdvances8»
«Signer9»	«ManualChecks9»	«PayAdvances9»
«Signer10»	«ManualChecks10»	«PayAdvances10»
«Signer11»	«ManualChecks11»	«PayAdvances11»
«Signer12»	«ManualChecks12»	«PayAdvances12»
«Signer13»	«ManualChecks13»	«PayAdvances13»
«Signer14»	«ManualChecks14»	«PayAdvances14»
«Signer15»	«ManualChecks15»	«PayAdvances15»
«Signer16»	«ManualChecks16»	«PayAdvances16»
«Signer17»	«ManualChecks17»	«PayAdvances17»
«Signer18»	«ManualChecks18»	«PayAdvances18»
«Signer19»	«ManualChecks19»	«PayAdvances19»
«Signer20»	«ManualChecks20»	«PayAdvances20»

Thank you for your assistance with this process. If you have any questions, please call the OSPS Help desk via e-mail at OSPS.Help@das.state.or.us or by phone at (503) 378-3518 **Before**

Oregon Statewide Payroll Services Staff



Oregon

Theodore R. Kulongoski, Governor

Plain Language Improvements:

- Rewrote in active voice
- Broke long sentences into short ones
- Formated for easy reading

August 29, 2008

PAYROLL DEPARTMENT

Sample Agency Info Here

Subject: Annual Authorized Signature Verification

ACTION DEADLINE: September 19, 2008

It is time to conduct the annual Oregon Statewide Payroll Services (OSPS) review of authorized signatures. We do this annual review to ensure good controls and to follow Oregon Accounting Manual (OAM) 10.00.00.PO and 10.40.00.PO.

Your agency has authorized the people on the list on Page 2 to approve requests for an off-cycle payroll check or salary advance check. Please review this list.

If you need to make a change to this list, please fill out a new Authorized OSPA Signatures form for each separate agency number and send the original to OSPS via shuttle. The form is at: <http://tinyurl.com/76v6a>. The back of this form has instructions for completion.

Please note that the Administrator Authorization may not be someone listed as authorized to sign for off-cycle payroll checks or salary advance checks.

If the attached list is current, complete the information in the box at the bottom of the list and return it to OSPS.

If you have any questions, please contact the OSPS Help desk at OSPS.Help@das.state.or.us or (503) 378-6777.

Sincerely,

Oregon Statewide Payroll Services

Enclosure

After

<u>Authorized Signatures on File</u>	<u>Off-Cycle Payroll</u>	<u>Salary Advances</u>
Rita Conrad	Yes	Yes
Jan Dean	Yes	Yes
Robin Harpster	Yes	Yes
Joan Kapowich	Yes	Yes
George Naughton	Yes	Yes
Dugan Petty	Yes	Yes
Tom Poitowsky	Yes	Yes
John Radford	Yes	Yes
Mark Reyer	Yes	Yes
Bret West	Yes	Yes
Margie Johnson	Yes	Yes
Gina Beaman	Yes	No
Julie Saunders	Yes	No
Connie VanEpps	Yes	No

Administrator Authorization: **Scott Harra**

This is the name of the administrator who authorized the names above. Please double-check this name.

- If this name appears in the authorized signature list above, you need to redo your list.
- If this person is not your current administrator, you need to redo your list.

No Changes Needed - sign and date below; return to OSPS

I certify that the authorized signers listed above are current as of my signature date below.

Print Name

Signature

Date

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Mission Statement

Department of Administrative Services
Lead the Pursuit of Excellence in State Government

Organization

[Annual Performance Measures](#)

The Enterprise Security Office is part of the Department of Administrative Services (DAS) Enterprise Information Strategy and Policy Division (EISPD). The Enterprise Security Office is charged with oversight and responsibility for providing for the state's information security needs and supports the state by providing vision, leadership and governance in securing the confidentiality, integrity and availability of state information assets and systems.

The Enterprise Security Office will accomplish this by implementing assurance methods that protect the state's information assets by:

1. Focusing on reducing risk to state information assets and information systems
2. Promulgating and implementing applicable policies, laws, and regulations
3. Raising security conscientiousness of departments and agencies through awareness, training, and education
4. Developing standards and guidelines for implementation of security safeguards to mitigate threats and vulnerabilities

The purpose of information security is to protect the state's valuable resources, such as information, hardware and software. Through the selection and application of appropriate safeguards, information security helps the state's mission by protecting its business objectives, physical and financial resources, reputation, legal position, employees, partners, and other tangible and intangible assets.

For the 2005-2007 biennium, the Enterprise Security Office has established the following goals:

Goal 1: Develop an information security risk management program. Reduce risk exposure by implementing appropriate levels of security for information assets commensurate to their value to the state and sufficient to contain risk to an acceptable level.

Goal 2: Standardize and institutionalize security processes and systems. Institutionalize effective security by aligning department and agency information security policies, standards, guidelines, procedures and controls with federal and state regulations and industry best practices. Monitor and ensure continued effectiveness of implemented information security controls and safeguards to sustain acceptable levels of risk.

Goal 3: Establish a security culture characterized by agency accountability and security awareness. Foster an enterprise-level climate of ownership and accountability for the security of information assets by establishing the Enterprise Security Office as the single point of accountability for the development of information security awareness and safeguards within state programs and service processes, working collaboratively with state agencies and stakeholders.

Plain Language Improvements:

- Removed passive voice
- Lowered grade level from 20 to 12
- Raised reading ease 28 point
- Added graphics complement text

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Department of Administrative Services
Lead the Pursuit of Excellence in State Government

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Annual Performance Measures

The Enterprise Security Office is part of the Department of Administrative Services' Enterprise Information Strategy and Policy Division. The Enterprise Security Office (ESO) manages statewide efforts to protect state government's information. The ESO creates policies, guides and tools to help agencies protect and secure state information.



The ESO follows these guiding principles:

- Be proactive.
- Follow federal and state regulations.
- Manage information security to support agency business priorities.
- Follow industry best practices.

The ESO has three goals to guide planning for 2008-13:

Goal 1: Strengthen governance and accountability for information security. The ESO will work with governance groups to oversee statewide efforts; develop policies, guides and tools to help agencies manage information security; and monitor for threats, risks, tools, and industry best practices. The ESO will look at information security incidents, identify problems and take actions to reduce risk. The governance groups will look at opportunities to identify new statewide projects and give feedback on policies.



Goal 2: Provide guidance and support on information security. The ESO will help agencies meet policy requirements and create programs to increase awareness of security issues in state government.



Goal 3: Manage risk related to information security. The ESO will work with agencies to assess information business risk and vulnerability. The ESO will use the results to identify trends and risks at the agency and state level. The ESO will examine the trends to identify statewide projects and tactics that will reduce risk.



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Oregon Shines III

An informal RFP was posted on December 13th seeking professional assistance in the design and development of an Oregon Shines III business plan. The solicitation is posted on the [state procurement website \(orpin\)](#), opportunity #107-1081-07. Registration is required.

[Oregon Shines III Concept \(doc\)](#)

[Oregon Shines III Case Statement \(pdf\)](#)

[Oregon Shir](#)

It has been nearly a decade since *Oregon Shines II*. Much has changed since then including 9/11, another recession followed by recovery, immigration, technological advances and global warming. With the Governor's support, the Progress Board will launch *Oregon Shines III* update in this year, with an anticipated release in 2009 (to coincide with Oregon's sesquicentennial celebration). The focus of *Oregon Shines III* will be on re-affirming Oregon's values, beliefs and strategic directions, involving legislators in selecting Oregon Benchmarks and setting benchmark targets and, **most importantly**, on building a results-based "infrastructure for action" and "communities of practice" all across the state of Oregon. In order to succeed with the *Oregon Shines* update, the process must engage hundreds of Oregonians from around the state in deliberations about the state's quality of life, present and future.

Plain Language Improvements:

- Cut unnecessary information
- Changed passive voice to active
- Broke long sentences into short ones
- Added diagram to illustrate point

Before

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[What is Oregon Shines?](#)

[Oregon Shines III](#)

[Oregon Shines II \(1997\)](#)

[Oregon Shines \(1989\)](#)

What is Oregon Shines?

[Oregon Shines](#) is the strategic plan for the future of Oregon and all Oregonians. Mandated by the Governor in 1989 to help turn around a struggling economy, the plan set three goals and recommended strategies to achieve these goals. The plan also created the [Oregon Benchmarks](#) to measure progress.

The Governor and the Legislature created the [Oregon Progress Board](#) to focus the efforts of the state partners on the way their work aligns with the plan.

The Progress Board and partners across the state completed the first update of the plan, [Oregon Shines II](#), in 1997. This update revised the goals and pared down the number of Oregon Benchmarks.



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State Data Center Home

State Data Center Tier III Certification

April 11, 2005

State Receives Tier III Certification

The state of Oregon has received Tier III certification from the Uptime Institute for the design of the State Data Center. The Uptime Institute (www.uptimeinstitute.com) created the tier classification system as a benchmark for reliable data center infrastructure design. Tier III standards point to the State Data Center facility as a vast improvement over the current data center environment.

From the beginning of the design process, it was determined that the State Data Center meet Tier III standards to provide concurrently maintainable, 99.982 percent availability. To accomplish this, DAS Facilities, through the state procurement process, contracted with a design/build team* experienced in data center construction. ComputerSite Engineering (CSE) was hired as a consultant to the design process to audit the design. CSE is also empowered by the Uptime Institute to certify the facility to Tier III standards. That certification was awarded to the building design on March 15, 2005. The building is being built to that design without modification and will undergo extensive quality control by an independent commissioning agent.

There is an enormous body of engineering work that goes into designing building systems in which any one component can be removed for replacement or repair without interrupting service. These systems include air conditioning, power supply, water supply, communications, and all the components that regulate and control these systems.

In the case of the state's new data center, this means any one of the air handlers can be shut down with no impact. Power lines can go down and the data center will still have full power. Power lines and one of the generators can go down, and we will still have full power. Any section of the chilled water pipe used to cool the facility or any valve anywhere in that pipe system can break and the cooling system remains fully functional.

Redundant paths, redundant systems, and the ability to remove a system for periodic maintenance without interrupting service are strategies and design features that Oregon can be proud of and State Data Center customers can rely on.

Tier III resources:

- ◆ [Tier classification system white paper](#)
- ◆ [Tier III Certification letter \(pdf\)](#)
- ◆ [Raised Floor Height \(pdf\)](#)
- ◆ [Fire Suppression \(pdf\)](#)
- ◆ Design/build team*: J.E. Dunn Construction, Yost Grube Hall Architects, Mazzetti & Associates Engineering, and KPFF Engineering.

OREGON.gov

State Data Center

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State Data Center Home

- Plain Language Improvements:**
- Removed large words
 - Added bullets to highlight information
 - Added pictures
 - Shortened article
 - Kept audience in mind

State Data Center Tier III Certification

State Achieves Tier III Certification

In 2005, Oregon state government finished building a new, consolidated data center to serve the majority of the state's computing needs. The design of the facility and its infrastructure meets the Uptime Institute's standards for Tier III certification. The institute's classification system creates a benchmark for reliable infrastructure design in data centers. Achieving Tier III standards means the State Data Center's facility is a vast improvement over the state's previous data centers.



From the start of the design process, the goal of the State Data Center (SDC) was to provide system availability at 99.982 percent. The state contracted with a design/build team* experienced in construction of data centers. In March 2005, ComputerSite Engineering confirmed that the SDC met Tier III standards.

A large body of engineering work goes into designing systems for buildings. In a Tier III facility, any one component can be removed for replacement or repair without interrupting service. These systems include *air conditioning, power supply, water supply, communications*, and all components that regulate these systems.

For the SDC, this means:

- Any of the air handlers can shut down with no impact.
- Power lines can go down and full power remains.
- Power lines and one of the generators can go down and full power remains.
- Any section or valve of chilled water pipe can break and the cooling system remains fully functional.

Redundant paths and systems, and the ability to remove systems for maintenance—without service interruption—are design strategies the SDC's customers rely upon.

Tier III resources:

- [Uptime Institute](#)
- [Tier classification system white paper](#)
- [Tier III Certification letter \(pdf\)](#)
- [Raised Floor Height \(pdf\)](#)
- [Fire Suppression \(pdf\)](#)

* The design/build team included J.E. Dunn Construction, Yost Grube Hall Architects, Mazzetti & Associates Engineering, and KPFF Engineering.



Oregon Department of Agriculture

Plain Language Plan

GOAL

The Department of Agriculture has made it a goal to use the Plain Language guidelines when creating any new communications. We plan to make certain all communication is simple, easy to understand and appropriate for the intended audience. Existing communications will be reviewed and updated on a schedule as makes sense with business processes.

TRAINING

To ensure the adoption of Plain Language, our agency has created a Plain Language Committee with a representative from each of our Divisions. We have sent 51 employees to the plain language class and will continue to train staff as needed. The Division representative will provide assistance and planning with staff to ensure the new communications meet standards and that old communications are phased in for updating.

PROJECTS

1. **Natural Resources Division, Website** – There are 39 Agricultural Water Quality Management Areas in the State of Oregon. These areas have plans and reports that are updated every two years. As the plans and reports are updated, we will be improving the readability and format.

Objective: The new format will make the documents more interesting and easier to read. The audience is broad based: members of the Board of Agriculture, Natural Resource technicians and the general public.

Measures: Comments will be requested and feedback tracked.

Timeline: A total of 45 reports/plans will be updated. These reports will be updated over the next two years according to a schedule. The project is targeted for completion by June 2011.

2. **Administrative Services, Licensing Unit, Renewal Forms** – There are 90 plus license, permit, and registration types that ODA issues. Each type can require unique information as well as a unique fee amount. The current forms are confusing and often lead to returned forms that are incorrect and/or incomplete.

Objective: The new renewal form will have a standard layout that applies to all types. The new form will be easy to read with instructions that are easy to follow.

Measures: Comments will be requested and feedback tracked.

Timeline: All 90 plus renewal forms will be changed to the new standard by December 2010.

CONTACTS

Michelle Bemis, Plain Language Coordinator
503-986-4606
mbemis@oda.state.or.us

Bruce Pokarney, Communications Council
503-986-4559
bpokarney@oda.state.or.us

<Date>

<Inside address>

RE: Commission Appointments – ACTION REQUIRED

Dear <first name>:

It is a pleasure for me to appoint you to <Position> on the <Commission>. This appointment is for a <term> beginning <begin date and end date>.

In order for you to become an official member of the commission you must, in the presence of a public notary, complete and sign the enclosed Oath of Office form. A public notary can be found at your bank or city office. The notarized Oath of Office must be returned in the enclosed envelope before you may vote on the Commission.

To assist you in your public service on the commission, please refer to the Commissioner Handbook (January 2000). We also encourage you to read the commission statute and the Government Ethics Law for Public Officials on the Internet:

Oregon Revised Statute 576 (2003 Edition)	www.leg.state.or.us/ors/576.html
Government Ethics Law	www.gspc.state.or.us/forms/POGUIDE.pdf
Commissioner Handbook	www.oda.state.or.us/admd/comm_handbook/index.html

If you would like to receive a copy of these documents, please call my Commodity Commission Program office at 503-872-6600. Thank you for your generous contribution of time and talent to help shape the future of Oregon.

Sincerely,

Katy Coba
Director

Enclosure

cc: <Commission Office>
Kris Anderson, Commodity Commission Program Manager

Before

Plain Language Improvements:

- Appointment information easier to understand
- Steps to complete appointment process clearly stated

<date>

<inside address>

Dear <first name>:

I am pleased to reappoint you to the <Commission>. I would like you to serve as <position> for a <term> that began <beginning date> and continues through <ending date>.

You were chosen because of your dedication to the progress and growth of <commodity> in Oregon. You and <total number of commissioners> other commissioners will make important decisions about research, education, and promotional projects for the industry. But, before that work can begin, I need you to complete a couple tasks.

Step 1 -- Complete the oath of office

Complete and sign the enclosed oath of office in the presence of a notary public. Each new term requires an oath. Your bank or city office may have a notary public who can help you.

Return the notarized oath by mail (use enclosed envelope) or fax (503-872-6601) before you may officially act as a commissioner.

Step 2 -- Review commissioner rules and responsibilities

Commissioner Handbook http://oregon.gov/ODA/ADMD/cc_oversight.shtml#Resources
(Currently unavailable; being revised.)

Guide for Public Officials http://oregon.gov/OGEC/forms_publications.shtml

ORS 576 <http://www.leg.state.or.us/ors/576.html>

Call Commodity Commission Program Manager Kris Anderson, 503-872-6600, if you have questions.

Thank you for sharing your time and talent to help shape the future of Oregon agriculture.

Sincerely,

Katy Coba, director

Enclosure

cc: <commission office>
Kris Anderson, Commodity Commission Program Manager

After

License Application Cover Letter

May 8, 2008

License Application For One Type A Scale

Enclosed is a July 1, 2008 - June 30, 2009 Device License Application. Please review the application making any necessary changes and return the application with the correct total fee amount.

Oregon Law (ORS Chapter 618) requires commercially-used weighing and measuring devices to be licensed with the department prior to use in trade or commerce. In addition, a Placed in Service Report must be completed per the conditions set forth in OAR 603-027-0680 (see reverse side.) When your license fee and application is received in our office, you are legal to begin using your device(s). The Measurement Standards inspector will test and inspect your equipment when he/she is in your area. If you have questions about your device or the test and inspection of your equipment, please call the inspector for your area directly:

If you have questions about the application or need additional licensing information, please call me at the number below.

Donna Mitsch, Office Specialist
Measurement Standards Division
Phone: (503) 986-4670
MSD Fax: (503) 986-4784
Fax Application To: (503) 986-4746

Passive sentences = 50%
Flesch reading ease = 38.0
Flesch-Kincaid grade level = 12.0

encs.
cc: Inspector

Before

License Application Cover Letter

May 15, 2008

Plain Language Improvements:

- Rewrote in simple and clear wording
- Cut unnecessary information

Weighing and measuring device license application

Dear applicant,

Weighing and measuring devices must be licensed before use in trade or commercial sales. A *Placed in Service Report** must also be completed.

Please

- review the enclosed application.
- make corrections as needed.
- complete the *Placed In Service Report* (if included).
- return form(s) along with payment.

You may begin using your device(s) for commerce when we receive your application and payment. Your inspector will test and inspect the equipment when he/she is in your area.

Please call your inspector if you have inspection related questions.

Please call me with questions related to this application packet.

Thank you

Donna Mitsch, office specialist
Measurement Standards Division
phone: 503-986-4670
e-mail: dmitsch@oda.state.or.us
<http://oregon.gov/ODA/MSD>

Passive sentences = 25%
Flesch reading ease = 60.3
Flesch-Kincaid grade level = 7.8

* If you do not have enough information to complete your *Placed in Service Report* keep it until your inspector arrives and he/she will assist. A *Placed in Service Report* is not needed if the devices were previously licensed and approved, or a service company already sent in the report.

After



License Application for small scales (three separate forms)

FAX TO: (503) 986-4746

JULY 1, 2008 - JUNE 30, 2009 WEIGHING DEVICE APPLICATION

FOR CASHIER'S USE ONLY

LICENSE NUMBER: _____ LICENSE TYPE: _____ MAIL NUMBER: _____

Business Name: _____

Licensee Name: _____

Phone Number: () _____

Mailing Address: _____

City, State, Zip: _____

BUSINESS LOCATION: _____ County # _____

Location Name: _____

Contact Name: _____

Phone Number: () _____

Street Address: _____

City, State, Zip: _____

County # _____

PLEASE CHECK ONE:	
<input checked="" type="checkbox"/>	NEW LICENSE
<input type="checkbox"/>	ADDITIONAL DEVICE(S)
<input type="checkbox"/>	DELINQUENT
<input type="checkbox"/>	REPLACEMENT DEVICE(S)
<input type="checkbox"/>	RENEWAL
<input type="checkbox"/>	CORRECTED LICENSE

Fax: () _____

Insp. Code _____

FIRM NUMBER _____

IF NEW OWNER, PRINT FORMER BUSINESS NAME: _____

COMPUTE LICENSE FEES BELOW:

WEIGHING DEVICES	TYPE	NO.	FEE	AMOUNT
SCALES where Manufacturer's Rated Capacity is from 0 to 400 pounds	A	1	\$37.00 each	\$37.00
SCALES where Manufacturer's Rated Capacity is from 401 to 1,160 pounds	B		\$76.00 each	
SCALES where Manufacturer's Rated Capacity is from 1,161 to 7,500 pounds	C		\$153.00 each	
SCALES where Manufacturer's Rated Capacity is from 7,501 to 60,000 pounds	D		\$230.00 each	
SCALES where Manufacturer's Rated Capacity is over 60,000 pounds	E		\$230.00 each	

TOTAL WEIGHING DEVICE FEES: \$37.00

DELINQUENT PENALTY FEE (if applicable):

TOTAL LICENSE FEES DUE: \$37.00

To pay by Visa or Mastercard

Complete reverse side of form
Mail or Fax to:
Oregon Department of Agriculture
635 Capitol Street NE
Salem OR 97301-2532
Fax: (503) 986-4746

To pay by check or money order:

Make checks payable to OREGON DEPARTMENT OF AGRICULTURE
Mail application and payment to:
Oregon Department of Agriculture
PO Box 4395, Unit 16
Portland OR 97208-4395

O.R.S. 618.121 et. seq. License required for commercially operated weighing instrument. No person shall operate or use for commercial purposes within the state any weighing device specified in ORS 618.141 that is not licensed.

The license fee for each type of class of commercial weighing instrument or device shall be established by the department in an amount not to exceed the maximum limits set forth in ORS 618.141.

License fees become past due July 1 each year for renewals, and on the date of first commercial use for original installations.

PENALTY FEE FOR DELINQUENT RENEWAL FEES

O.R.S. 561.300 The department shall collect a delinquent renewal penalty for license fees if the licensee fails to renew the license before the 60th day after the license expiration date.

VIOLATION OF LICENSE REQUIREMENTS

O.R.S. 618.121 - 618.161 or any department rules adopted under those provisions is punishable as follows:

- (a) If the violator is an individual, by imprisonment for not more than six months, or a fine not to exceed \$500, or both.
- (b) If the violator is a company or corporation, by a fine of not more than \$2,500.
- (c) Each day of violation is a separate offense.

. . . . R E M I N D E R S

ALL OREGON MEASUREMENT STANDARDS LICENSES EXPIRE JUNE 30 EACH YEAR
FEES ARE NOT PRORATABLE FOR EQUIPMENT IN USE LESS THAN TWELVE MONTHS
(NO PART-YEAR REDUCTIONS)

WEIGHING DEVICES ARE LICENSED - NOT THE OPERATOR

To pay for license fees by VISA or Mastercard, please complete the following section:

Name of Cardholder _____ Phone _____

Address of Cardholder _____ City _____ Zip _____

Card Number _____ Exp Date _____ / _____

Signature _____ Total Charges \$ _____

All dishonored checks or electronic payments will incur a \$25.00 administrative fee per ORS 30.70

License Application (all three forms combined)

Salem OR 97301-2532
 Phone: 503-986-4670
 oregon.gov/ODA/MSD



DEVICE APPLICATION

New license
 Additional device(s)
 Renewal

Plain Language Improvements:

- Combined three applications into one
- Improved readability of form
- Instructions added to the reverse side of form

Mailing Address

Business name _____
 Contact name _____
 Address line 1 _____
 Address line 2 _____
 City/st/zip _____ Email _____

Location Address

Business name _____ Phone # _____
 Contact name _____ Fax # _____
 Address line 1 _____ Cell # _____
 Address line 2 _____ County WASHINGTON
 City/st/zip _____ Email _____

Device Type	License Type	License Number	Quantity	Fee Per Device	Fee Amount
Scales, manufacturer's Rated Capacity is from:					
0 to 400 pounds	A	_____	1 x	\$ 37 =	\$37.00
401 to 1,160 pounds	B	_____	x	76 =	_____
1,161 to 7,500 pounds	C	_____	x	153 =	_____
7,501 to 60,000 pounds	D	_____	x	230 =	_____
60,000 pounds	E	_____	x	230 =	_____
Petroleum meters, manufacturer's rated capacity is:					
Under 20 gallons per minute, service station type	F	_____	x	35 =	_____
20 to 150 gallons per minute	G	_____	x	158 =	_____
Over 150 gallons per minute	H	_____	x	235 =	_____
Liquefied petroleum gas (LPG) meters:					
1 inch pump diameter or under	M	_____	x	230 =	_____
Over 1 inch pump diameter	N	_____	x	230 =	_____
Liquefied petroleum gas (LPG) vapor meters:					
1 inch pump diameter or under	O	_____	x	15 =	_____
Over 1 inch pump diameter	P	_____	x	20 =	_____
Railroad track scales:					
Weigh-in-motion	Q	_____	x	1,000 =	_____
Static weighing	R	_____	x	1,000 =	_____
Continuous weighing devices, manufacturer's rated capacity is:					
Under 10 tons per hour	W	_____	x	290 =	_____
From 10 to 150 tons per hour	X	_____	x	450 =	_____
From 151 to 1,000 tons per hour	Y	_____	x	900 =	_____
Over 1,000 tons per hour	Z	_____	x	2,000 =	_____

Payment Method

For Checks or Money Orders, mail to:
 Oregon Department of Agriculture
 PO Box 4395, Unit 16
 Portland OR 97208-4395

For Credit Card Charges, mail or fax to:
 Oregon Department of Agriculture
 635 Capitol St NE
 Salem OR 97301-2532

Secure fax
 503-986-4746

Late fee: _____
Total due: \$37.00

Make checks payable to Oregon Department of Agriculture. All dishonored checks or electronic payments will incur a \$25 administrative fee per ORS 30.701.

Record #	Dept Rep	Date
5838	DM	5/15/08

DO NOT DETACH

For Visa or MasterCard charges complete the following information:

Name of cardholder: _____ Phone: _____
 Address of cardholder: _____ City: _____ Zip: _____
 Card number: _____ / _____ / _____ Expiration date: _____ / _____
 Signature: _____ Total charges: \$ _____

Email or Fax receipt available for credit card payments only. Print Email address or Fax#:

After

Important reminders

- Oregon law requires weighing and measuring devices to be licensed prior to being used in commercial sales.
- Fees for new licenses must be paid in full prior to commercial use.
- Licenses expire June 30th each year. Renewal fees are due prior to July 1st to remain current.
- Fees are not prorated for devices used less than twelve months.
- Dishonored checks or electronic payments will incur a \$25 administrative fee per ORS 30.701.

Instructions for completing this form

Mailing address

All licensing correspondence will be sent to the mailing address. If there is a particular person you want mail directed to, please fill in a contact name.

Location address

The location address where your weighing and/or measuring devices are located. If the location address is identical to the mailing address you may write "same as above" and leave the rest blank.

Device type

License fees are based upon the type of device and its rated capacity.

License type

The license type is an internal designation we use to identify the different types of licenses.

License number

Your license number if you have a current license for that type of device, otherwise leave blank.

Quantity

The number of devices of that type that are being licensed.

Fee per device

Device fees are assessed for each commercially used device.

Fee amount

This is the quantity multiplied by the fee per device.

Late fee

Licenses expire annually on June 30th. Late penalties are charged when licenses are not renewed by August 30th.

- Late fees are calculated separately for each license type.
- If the license fee is \$100 or less, the late fee is \$30 or the amount of the license fee, whichever is less.
- If the license fee is greater than \$100, the late fee is 30% of the license fee, not to exceed \$750.

Total due

Sum of the fee amount for each license type plus any late fees.

Payment method

Check or money order

Mail to:
Oregon Department of Agriculture
PO Box 4395, Unit 16
Portland OR 97208-4395

Visa or MasterCard charges

Mail or fax to:
Oregon Department of Agriculture
635 Capitol St NE
Salem OR 97301-2532
Secure fax: 503-986-4746
We cannot accept fax charges over the phone.

**Confined Animal Feeding Operation (CAFO)
Application to Register (ATR) to the Oregon CAFO General Permit**

Submission of this Application to Register (ATR) to the Oregon Department of Agriculture (department or ODA) constitutes notice that the parties/party identified in Section I of this form intend/s to be authorized by the Oregon CAFO General Permit for wastewater discharges associated with a confined animal feeding operation (CAFO) in Oregon. Becoming a permittee obligates a CAFO to comply with the terms and conditions of the permit. All information requested on this form must be provided, and certifications A and B (page 3) must be completed.

I. Contact Information

A. Operator

Currently permitted

New registration

Name: _____
Address: _____
City, State, ZIP Code: _____
Phone Number(s): _____
Fax Number: _____
Email Address: _____

Status of Operator: _____ (**P** = Private; **M** = Public other than federal or state; **F** = Federal; **S** = State)

B. Owner (if different from Operator)

Currently permitted

New registration

Name: _____
Address: _____
City, State, ZIP Code: _____
Phone Number(s): _____
Fax Number: _____
Email Address: _____

Status of Owner: _____ (**P** = Private; **M** = Public other than federal or state; **F** = Federal; **S** = State)

Does an entity or persons other than the owner or operator have management authority or responsibility for the facility identified in Section II of the ATR?

No Yes Name of entity or person/s _____

II. Facility Information

A. Facility

Name: _____
Address: _____
City, State, ZIP Code: _____
County: _____

- Latitude and longitude, if known; or quarter, section, township and range of production area _____
- Closest water body or receiving stream: _____

Check this box if you want ODA staff to obtain or assist with obtaining this information.

B. Diagram: Attach a diagram of your CAFO operation, including the confinement area, all wastewaters and where they go, the storage facilities, and land application area. Also show surface streams, lakes, and waterways in the vicinity of the collection, storage, and application areas. *See checklist on page 4 and the accompanying instructions for more information.*

C. Topographical map: A topographical map of your operation must be included with your application. *See instructions on page 4 for further details.*

III. Description of Operation

A. Number of Animals Managed: Give the maximum number of each type of animal that can be held at this facility in open confinement or housed under roof (either partially or totally) in any 12-month period (i.e., the maximum capacity). Attach additional sheets if necessary.

TYPE OF ANIMAL	NO. IN OPEN CONFINEMENT	NO. HOUSED UNDER ROOF
Mature Dairy Cows		
Dairy Heifers		
Veal Calves		
Cattle (not dairy or veal)		
Swine (55 lbs. or over)		
Swine (under 55 lbs.)		
Horses		
Sheep or Lamb		
Turkeys		
Chickens (broilers)		
Chickens (layers)		
Ducks		
Other: Specify _____		
TOTAL ANIMALS		

B. Manure, Litter and/or Wastewater Production and Use (estimated)

- a) How much manure, litter, and wastewater are generated annually by the facility?
 _____ tons _____ gallons
- b) If manure, litter, and/or wastewater are land applied, how many acres of land under the control of the applicant are available for applying the CAFO's manure, litter, or wastewater? _____ acres
- c) How many tons of manure or litter, or gallons of wastewater, produced by the CAFO will be transferred annually to other entities/persons? _____ tons _____ gallons

C. Type and Capacity of Containment and Storage

TYPE OF CONTAINMENT OR STORAGE	TOTAL NUMBER OF DAYS	TOTAL CAPACITY (GALLONS/TONS)
Anaerobic Lagoon		
Storage Lagoon		
Evaporation Pond		
Holding Pond		
Aboveground Storage Tanks		
Belowground Storage Tanks		
Roofed Storage Shed		
Concrete Pad		
Impervious Soil Pad		
Other: Specify _____		

IV. Animal Waste Management Plan (AWMP)

- a) Has an animal waste management plan (AWMP) been developed? Yes No
- b) Is an AWMP being implemented for the facility? Yes No
- c) If yes: does it reflect the current number of animals at the facility? Yes No
 does it reflect the current method of waste management? Yes No
 is your current plan on file with ODA? Yes No
- d) The date of the last review or revisions of the AWMP: Date: _____
- e) If not land applying, describe alternative use(s) of manure, litter, and/or wastewater:

Certifications

Certification A: Animal Waste Management Plan

I understand that the permit requires the preparation of an animal waste management plan for the facility described in this ATR. I agree to submit and implement an animal waste management plan in accordance with the requirements and timelines specified in the permit.

_____ Signature (operator or owner)	_____ Print Name	_____ Date
--	---------------------	---------------

_____ Signature (operator or owner)	_____ Print Name	_____ Date
--	---------------------	---------------

Certification B: True, Accurate, and Complete Information

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 persons who manage this 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.

_____ Signature (operator or owner)	_____ Print Name	_____ Date
--	---------------------	---------------

_____ Signature (operator or owner)	_____ Print Name	_____ Date
--	---------------------	---------------

Submission of ATR and Fees

Please send this completed ATR to: Natural Resources Division, Oregon Department of Agriculture, 635 Capitol Street NE, Salem, Oregon 97301-2532. No fees are necessary when submitting this ATR. The department will determine if permit coverage is necessary and will require payment at that time. The registration fee is \$50, and the annual compliance determination fee is \$25. A total of \$75 will be due if permit coverage is required. If you have questions, please call the department at (503) 986-4699 or (503) 986-4700.

Checklist for Item II.B.

You must attach to, or include with, this application a diagram of your facility, as described in section II.B. on page 1. The diagram must include the following items:

- All animal confinement facilities (lots and buildings)
- All wastewater sources and where they originate
 - manure, bedding, waste feed
 - parlor wash-down water, tank and pipeline flush water
 - contaminated roof runoff
 - contaminated lot runoff
 - seepage from storage of feed stuffs
 - seepage from storage of manure
 - other sources
- Where the wastewaters go
- How the wastewaters are transferred (pipes, open channels, etc.)
- Storage facilities
 - aboveground or belowground tanks
 - lagoons and ponds
 - solid manure storage
- Land application areas
 - owned land
 - leased land
 - other land
- Surface streams, lakes, and waterways near collection, storage, and application areas

Instructions for Item II.C.

- A topographical map is required as part of your application. This map must identify your operation and property boundaries. If a topographical map that accurately reflects your current operation is presently on file with ODA, you do not need to submit it again. Contact your local Soil and Water Conservation District office or your local USDA service center to obtain a topographical map of your operation. There is usually no charge for this service.

Instructions – Confined Animal Feeding Operation (CAFO) Application to Register (ATR) to be Covered under the Oregon CAFO General Permit

Who Must Fill Out an Application to Register (ATR) Form

Federal law 40 CFR Part 122 and Oregon law ORS 468B.050 prohibit the discharge of pollutants to waters of the state without a permit. Operators of a CAFO must obtain and submit an ATR form to be covered under the Oregon CAFO General Permit or to certify that the facility does not require permit coverage (the facility does not discharge). To obtain additional information regarding the Oregon CAFO General Permit, or to determine whether you require permit coverage, contact the Oregon Department of Agriculture at (503) 986-4700.

Where to File the ATR Form

Please send ATRs to the following address:

Natural Resources Division
Oregon Department of Agriculture
635 Capitol Street NE
Salem, Oregon 97301-2532

Completing the Form

ATR forms must be completed in type or printed in ink in the appropriate marked areas. If you have any questions about filling out this form, please contact the Oregon Department of Agriculture at (503) 986-4700.

Section I. Contact Information

Provide the legal name of the person, firm, organization, or any other entity that controls the operation of the facility in question. You must also provide the name of the facility owner, if different from that of the operator. Do not use a common name; it must be the *legal* name. Enter the complete address and telephone number of the operator and owner. Enter the appropriate letter to indicate the legal status of the owner and operator of the facility. If someone other than the owner or operator has management authority or responsibility for managing the facility, please provide the name of that person or entity. If not, please check the box for *No*. Indicate whether the owner or operator already has a CAFO permit.

Section II. Facility Information

A. Provide the complete name of the facility (if different from that of the owner), address for the facility, including street address, city, state, and ZIP code. Do not provide a P.O. Box number as the street address. Provide the phone and fax numbers for the facility. Indicate the county and the latitude and longitude to the nearest 15 seconds, or the quarter, section, township, and range (to the nearest quarter section) of the entrance to the production area of the facility. Please provide the name(s) of the nearest water bodies or streams. If you do not have this information and would prefer that ODA staff obtain it, please check the box.

B. You must attach, or include with the application, a diagram of your facility, including the confinement area, all wastewaters and where they go, the storage facilities, and land application area. Also show the location of surface streams, lakes and waterways in the vicinity of the collection, storage, and application areas. There is a checklist on page 4 to assist you with preparation of the diagram.

C. See page 4 for information about the topographical map required.

Section III. Description of Operation

Item III.A.

Provide information regarding the number of each type of animal managed, and how many are in open confinement and/or housed under roof (partially or totally) in any 12-month period. This should be the total number of animals you have at any one time, i.e., the maximum capacity of the facility. If you cycle animals, that is, have more than one group of animals during a 12-month period, indicate the maximum number at a given time and indicate how many times a year that number of animals is present. Additional sheets may be attached if the information does not fit in the provided spaces.

Item III.B.

Provide your best estimate of the amount of manure, litter, and wastewater generated annually at the facility. Fill in a total amount of *gallons or tons or both*. If any of the waste (manure, litter and wastewater) is land applied, the amount of acres to which the application is made must be provided. This includes land that is available to you for application, but does not include acreage not under the control of the operator; that is, if you export waste to a third party, do not include the amount of land the third party intends to use for application. However, you must include the amount of waste you expect to export to third parties on an annual basis, in either tons or gallons.

Item III.C.

The type of waste containment and storage must be identified, to the best of your ability. Indicate the total number of days of storage you estimate is available with each, and the total capacity, in gallons or tons, of each type of containment. Your area livestock water quality specialist will verify this information during your annual routine inspection.

Section IV. Animal Waste Management Plan (AWMP)

Provide information concerning the status of the development and implementation of an animal waste management plan (AWMP) for the facility. In those cases where the AWMP has not been completed, provide an estimated date of development and implementation. In the event there is an AWMP developed for the facility, please indicate if it reflects the current animal numbers and waste management methods, and if you have provided ODA a copy of your current AWMP. If not land applying, described the alternative uses of the manure, litter, and wastewater (e.g., composting, pelletizing, energy generation, etc.).

Certifications

CAFO owners/operators who intend to obtain coverage under the Oregon CAFO General Permit must complete Certifications A and B.

Federal statutes provide severe penalties for submitting false information on this form. Section 309(C)(4) of the Clean Water Act provides that "any person who knowingly makes any false material statement, representation, or certification in any application...shall upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than 2 years, or by both."

Federal regulations require that this form be signed as follows:

For a corporation: by a principal executive officer of at least the level of vice president.

For a partnership or sole proprietorship: by a general partner or the proprietor, respectively.



Oregon Department of Agriculture (ODA)
 Confined Animal Feeding Operation
 Application to Register
 Oregon CAFO General Permit



Plain Language Improvements:

- Added more white space
- Increased font size
- Form and instructions made easier to understand

Section I. Contact information

A. Operator

Currently permitted New registration

Name: _____

Address: _____

City, State, ZIP code: _____

Phone number(s): _____

Fax number: _____

E-mail address: _____

Status of operator: _____ (**P** = Private; **M** = Public other than federal or state; **F** = Federal; **S** = State)

B. Owner (if different from operator)

Currently permitted New registration

Name: _____

Address: _____

City, State, ZIP code: _____

Phone number(s): _____

Fax number: _____

E-mail address: _____

Status of Owner: _____ (**P** = Private; **M** = Public other than federal or state; **F** = Federal; **S** = State)

Does an entity or persons, other than the owner or operator, have management authority or responsibility for the facility identified in Section II of the ATR?

No Yes Name of entity or person/s _____

Instructions for filling out this ATR are found on pages 7-9.

Section II. Facility information

A. Facility

Name: _____

Street address: _____
(Not P.O. Box)

City, State, ZIP code: _____

County: _____

Phone number(s): _____

Fax number: _____

Check this box if you want ODA staff to help with obtaining the following information.

- Latitude and longitude of production area or entrance to production area (required); or quarter, section, township, and range to the nearest quarter section (optional)

:

- Closest water body or receiving stream:

B. Diagram: Attach a diagram of your CAFO operation, including the confinement area, all wastewaters and where they go, the storage facilities, and land application area. Also show surface streams, lakes, and waterways in the vicinity of the collection, storage, and application areas. *See checklist on page 9 of the accompanying instructions for more information.*

C. Topographical map: A topographical map of your operation must be included with your application. *See instructions on page 8 for details.*

Section III. Description of operation

A. Number of animals managed: Give the maximum number of each type of animal that will be held at this facility in open confinement or housed under roof (either partially or totally) in any 12-month period (i.e., the maximum capacity). Attach additional sheets if necessary.

Type of animal	Number in open confinement	Number housed under roof
Mature dairy cows		
Dairy heifers		
Veal calves		
Cattle (not dairy or veal)		
Swine (55 lbs. or over)		
Swine (under 55 lbs.)		
Horses		
Sheep or lamb		
Turkeys		
Chickens (broilers)		
Chickens (layers)		
Ducks		
Other: Specify _____		
Total animals		

B. Estimated manure, litter, and/or wastewater produced and used by the CAFO

a) How much manure, litter, and wastewater are generated annually by the facility?

_____ tons _____ gallons _____ cubic feet

b) How many acres of land will be used for applying manure, litter, and/or wastewater? _____ acres

c) How much of manure, litter, or wastewater will be transferred annually to other entities/persons?

_____ tons _____ gallons _____ cubic feet

Section III. Description of operation, continued

C. Type and capacity of containment and storage

Type of containment or storage	Total number of days	Total capacity (tons/gallons/cubic feet)
Anaerobic lagoon		
Storage lagoon		
Evaporation pond		
Holding pond		
Aboveground storage tanks		
Belowground storage tanks		
Roofed storage shed		
Concrete pad		
Impervious soil pad		
Other: Specify _____		

Section IV. Animal Waste Management Plan (AWMP)

a) Has an Animal Waste Management Plan (AWMP) been developed? Yes No

b) Is the facility operating according to the AWMP? Yes No

c) If yes, answer the following questions:

Does it reflect the current number of animals at the facility? Yes No

Does it reflect the current method of waste management? Yes No

Is your current plan on file with ODA? Yes No

d) Date of the last review or revisions of the AWMP: _____ / _____
Month Year

e) If not land applying manure, litter, and/or wastewater, how else will they be used?

Certifications

Certification A: Animal Waste Management Plan

I understand that the permit requires the preparation of an animal waste management plan for the facility described in this ATR. I agree to submit and implement an animal waste management plan in accordance with the requirements and timelines specified in the permit.

Signature (operator or owner)

Print Name

Date

Signature (operator or owner)

Print Name

Date

Certification B: True, accurate, and complete information

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 persons who manage this 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.

Signature (operator or owner)

Print Name

Date

Signature (operator or owner)

Print Name

Date

Submission of ATR and fees

Submission of this ATR to the Oregon Department of Agriculture constitutes notice that the parties/party identified in Section I (on page 1) of this form intend/s to be authorized by the Oregon CAFO General Permit for wastewater discharges associated with a CAFO in Oregon. Becoming a permittee obligates a CAFO to comply with the terms and conditions of the permit.

No fees are necessary when submitting this ATR. ODA will determine if permit coverage is necessary and will require payment at that time. The registration fee is \$50, and the annual compliance determination fee is \$25. A total of \$75 will be due if permit coverage is required. If you have questions, please call ODA at 503-986-4699 or 503-986-4700.

Please send this completed ATR to: Natural Resources Division, Oregon Department of Agriculture, 635 Capitol Street NE, Salem, Oregon 97301-2532.

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**Oregon Department of Agriculture
Confined Animal Feeding Operation (CAFO)
Application to Register (ATR) to the
Oregon CAFO General Permit
Instructions**



If you have any questions about filling out this ATR form, please contact the Oregon Department of Agriculture (ODA) at 503-986-4699.

Please send ATRs to the following address:

Natural Resources Division
Oregon Department of Agriculture
635 Capitol Street NE
Salem, Oregon 97301-2532

Completing the form

- ATR forms must be completed electronically or printed in ink in the appropriate marked areas.
- All questions on this form must be answered.
- **Section I. Contact information**
Check box to indicate whether the operator or owner already has a CAFO permit. Provide the *legal* name, not the common name, of the person, firm, organization, or any other entity that controls the operation of the facility in question. You must also provide the *legal* name of the facility owner, if different from that of the operator. Enter the complete address and telephone number of the operator and owner. Enter the appropriate letter (**P, M, F, or S**) to indicate the legal status of the owner and operator of the facility; most dairies in Oregon are privately owned. If someone other than the owner or operator has management authority or responsibility for managing the facility, please check the “Yes” box and provide the *legal* name of that person or entity. Otherwise, check the “No” box.
- **Section II. Facility information**
Item A. Provide the complete name of the facility, and the address for the facility, including street address, city, state, ZIP code, and county. Do not provide a P.O. Box number as the street address. Provide the phone and fax numbers for the facility. Providing the latitude and longitude to the nearest 15 seconds of the production area or entrance to production area is required; providing the quarter, section, township, and range to the nearest quarter section, is optional. Please provide the name(s) of the nearest water bodies or streams. If you do not have this information and would prefer that ODA staff obtain it, please check the box.
Item B. You must attach, or include with the application, a diagram of your facility, including the confinement area, all wastewaters and where they go, the storage facilities, and land application area. Also show the location of surface streams, lakes and waterways in the vicinity of the collection, storage, and application areas. There is a checklist on page 9 to assist you with preparation of the diagram.

Item C. A topographical map is required as part of your application. This map must identify your operation and property boundaries. If a topographical map that accurately reflects your current operation is presently on file with ODA, you do not need to submit it again. Contact your local Soil and Water Conservation District office or your local United States Department of Agriculture (USDA) service center to obtain a topographical map of your operation. There is usually no charge for this service.

- **Section III. Description of operation**

Item A. Provide information regarding the number of each type of animal managed, and how many are in open confinement and/or housed under roof (partially or totally) in any 12-month period. This should be the total number of animals you have at any one time, i.e., the maximum capacity of the facility. If you cycle animals, that is, have more than one group of animals during a 12-month period, indicate the maximum number at a given time and indicate how many times a year that number of animals is present. Additional sheets may be attached if the information does not fit in the provided spaces.

Item B. Provide your best estimate of the amount of manure, litter, and wastewater that is generated at the facility each year. Fill in a total amount of *tons, gallons, or cubic feet*. If any of the waste (manure, litter, and wastewater) is land applied, the amount of acres to which the application is made must be provided. This includes land that is available to you for application, but does not include acreage not under the control of the operator; that is, if you export waste to a third party, do not include the amount of land the third party intends to use for application. However, you must include the amount of waste you expect to export to third parties on an annual basis, in tons, gallons, or cubic feet.

Item C. The type of waste containment and storage must be identified, to the best of your ability. Indicate the total number of days of storage you estimate is available with each, and the total capacity *in tons, gallons, or cubic feet* of each type of containment. Your area livestock water quality specialist will verify this information during your annual routine inspection.

- **Section IV. Animal Waste Management Plan (AWMP)**

Provide information concerning the status of the development and implementation of an Animal Waste Management Plan (AWMP) for the facility. If the AWMP has not been completed, provide an estimated date of development and implementation. If an AWMP has been developed for the facility, please indicate if it reflects the current animal numbers and waste management methods, and if you have provided ODA a copy of your current AWMP. If not land applying, describe the alternative uses of the manure, litter, and wastewater (e.g., composting, pelletizing, energy generation, etc.).

- **Certifications**

CAFO owners/operators who intend to obtain coverage under the Oregon CAFO General Permit must complete Certifications A and B.

Federal statutes provide severe penalties for submitting false information on this form. Section 309(C)(4) of the Clean Water Act provides that “any person who knowingly makes any false material statement, representation, or certification in any application...shall upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than 2 years, or by both.”

Federal regulations require that this form be signed as follows.

For a corporation: by a principal executive officer of at least the level of vice president.

For a partnership or sole proprietorship: by a general partner or the proprietor, respectively.

Checklist for facility information diagram – Section II.Item B

You must attach to, or include with, this application a diagram of your facility, as described in Section II. Item B on page 2. The diagram must include the following items:

- All animal confinement facilities (lots and buildings)
- All wastewater sources and where they originate
 - Manure, bedding, waste feed
 - Parlor wash-down water, tank and pipeline flush water
 - Contaminated roof runoff
 - Contaminated lot runoff
 - Seepage from storage of feed stuffs
 - Seepage from storage of manure
 - Other sources
- Where the wastewaters go
- How the wastewaters are transferred (pipes, open channels, etc.)
- Storage facilities
 - Aboveground or belowground tanks
 - Lagoons and ponds
 - Solid manure storage
- Land application areas
 - Owned land
 - Leased land
 - Other land
- Surface streams, lakes, and waterways near collection, storage, and application areas

Who must fill out an Application to Register (ATR) form

Federal law 40 CFR Part 122 and Oregon law ORS 468B.050 prohibit the discharge of pollutants to waters of the state without a permit. Operators of a CAFO must obtain and submit an ATR form to be covered under the Oregon CAFO General Permit, or to certify that the facility does not require permit coverage (the facility does not discharge). To obtain additional information regarding the Oregon CAFO General Permit, or to determine whether you require permit coverage, contact the Oregon Department of Agriculture at 503-986-4699.



2005-2006 Oregon Agriculture & Fisheries Statistics

Before

Oregon Agricultural Resources Directory - September 2005



**2005
Oregon
Agricultural
Resources
Directory**

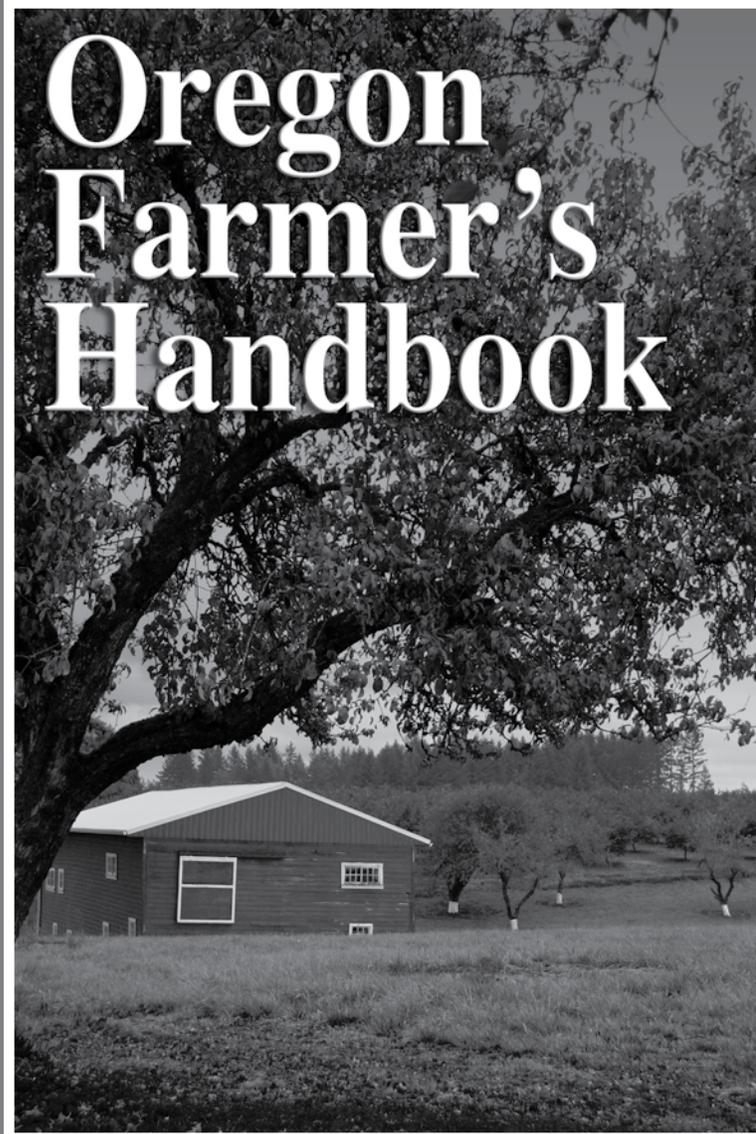
**A resource guide
for Oregon agriculture**

Compiled and published by the
Oregon Department of Agriculture

September 2005

Before

Oregon Farmer's Handbook - November 2005



**A guide to state and federal
laws for farmers and ranchers**

**Compiled and published by the
Oregon Department of Agriculture
Eighth edition
November 2005**

Before

DRAFT



Plain Language Improvements:

- Three publications combined into one
- Provided in print, on CD, and on the Web

OREGON AGRICULTURE

IN FIVE YEARS AS OREGON'S GOVERNOR, I HAVE UNDERSTOOD AND APPRECIATED THE IMPORTANCE OF AGRICULTURE TO OREGON'S ECONOMY, ENVIRONMENT, AND WAY OF LIFE.

The hard work and accomplishments of the men and women who are part of our farming, ranching, and fishing communities in Oregon continue to amaze me. Their commitment to providing a safe, wholesome, high-quality product to consumers and their efforts to be good stewards of our natural resources go a long way in building a healthy, sustainable Oregon we all can enjoy.

This is an industry that continues to expand despite many challenges. At \$4.6 billion, the value of agricultural production in Oregon has never been higher. Combined with value-added processing and all other ag-related goods and services, the industry is responsible for more than \$12 billion in economic activity in Oregon, which is about 10 percent of the state gross product. This is not an industry in decline. The production value of agriculture has increased 18 of the past 20 years.

Oregon continues to boast one of the nation's most diverse agriculture industries, with more than 220 different commodities produced within our state's borders. All 36 counties rely on agriculture, to some extent, as an important component of their economy. More than 150,000 jobs in Oregon have a connection to agriculture. That's one of every 12 jobs. While Oregonians are rediscovering agriculture through local venues such as farmers' markets, the export market remains vital for the industry as about 80 percent of what is produced in Oregon leaves the state.

There are plenty of numbers to appreciate, but agriculture also provides an important component to Oregon's history and social fabric.

As our state approaches its sesquicentennial celebration in 2009, it is impressive to note that more than 1,000 family farms and ranches in Oregon are designated as "century farms," and at least 13 are known to be 150 years old. Obviously, these farms have proven that agriculture is a sustainable industry.

I am convinced that agriculture will always be vital to Oregon's future. I ask that Oregonians join me in thanking our farmers, ranchers, fishers, laborers, and all the others who contribute to this wonderful industry that is part of who we are.

Theodore R. Kulongoski
Governor of Oregon

After