

## **Comment Letter Template for CAFO Draft General Permits MO-G010000 and MO-GS10000**

The following template provides an outline for a formal comment letter regarding the CAFO general permit as well as suggestions for what to include in an informal comment.

- Bracketed sections [ ] should be personalized with information specific to your comment.
- Sections in parenthesis ( ) are optional but may be included if they are helpful and relevant.

Please contact Jaelithe Virgin-Downey ([jvirgindowney@moenvironment.org](mailto:jvirgindowney@moenvironment.org)) if you have specific questions about completing this template or commenting on a draft permit.

### **Introductory Information**

A comment letter can be used to voice your approval for aspects of the proposed permit, advocate for parts that you believe need to be changed, or any combination of the two!

For the proposed General Permits MO-G010000 and MO-GS10000, the Missouri Department of Natural Resources (MDNR) can only consider comments about issues related to the draft permits and their effect on water quality.

If you belong to an organization or community group, you may include a header with your organization's logo and/or a footer with your organization's contact information (mailing address, email address, web address, fax and/or phone number).

### **Formal Template**

[Date]

Department of Natural Resources  
Water Protection Program  
P.O. Box 176  
Jefferson City, MO 65102-0176  
ATTN: NPDES CAFO Operating Permits/ Permit Comments

Re: Public Comment on MO-G010000 and MO-GS10000 General Permits

To whom it may concern,

[I am/'your organization name' is] grateful for the opportunity to comment on the proposed MO-G010000 and MO-GS10000 General Permits. (Explanation of your personal interest in the draft permits or explanation of your organization and its interest in the draft permits).

[Briefly summarize your comment(s)/concern(s)]. [I urge/'your organization name' urges] the Missouri Department of Natural Resources (MDNR) to incorporate the following comments into the draft permits:

**I. [First request]**

[Explanation of request/concern using specific evidence from the permit draft; be sure to explicitly mention or draw a connection to possible environmental impacts].

**II. [Second request]**

[Explanation of request/concern using specific evidence from the permit draft; be sure to explicitly mention or draw a connection to possible environmental impacts].

**III. [Third request]**

[Explanation of request/concern using specific evidence from the permit draft; be sure to explicitly mention or draw a connection to possible environmental impacts].

**IV. [Etc.]**

[I urge/'your organization name' urges] MDNR to protect Missouri's environment and ensure that Concentrated Animal Feeding Operations (CAFOs) are required to prepare complete and thorough permits. [I/We] ask that MDNR incorporate the comments outlined in this letter while finalizing the MO-G010000 and MO-GS10000 General Permits.

Thank you for providing the opportunity to present these comments. If you have any questions or wish to discuss these comments further, please reach out to [me/'your organization name'] at the contact information below.

Sincerely,

[Your name]

[Your title]

[Your organization's or group's name (if applicable)]

[Phone number]

[Email address]

### **Informal Template**

You may also choose to submit your comments more informally; you may even submit your comments as a bulleted list. Whatever format you choose, be sure to include the following information:

- Your name and address
- Name of group you are speaking on behalf of (if relevant)
  - Name, address and location of permit applicant, facility or activity (refer to the public notice)
  - A statement explaining why you are interested or concerned, and how the proposed general permit might affect your interests
- Any permit identification or reference number (MO-G010000 and MO-GS10000 General Permits)
- A statement of what you want the agency to do regarding the proposed action
  - For example: change the draft
  - Note: you can have multiple requests
- Date and sign your comment