**INSERT COUNTY LETTERHEAD**

**Letter 1.A**

*Date*

*Animal operator Name (husband and wife (if known))*

*Address*

**Re: Confirmation of information provided to calculate animal density status**

Dear Mr. and Mrs. [Animal operator *Name]*,

 Thank you for speaking with me on [*date1*]in order to work you through the animal density calculation for your animal operation located at [*address2*], [*County3*] County. As we discussed, the animal density of your animal operation is the determining factor in assessing if it is considered a Concentrated Animal Operation (CAO) required to comply with Pennsylvania’s Nutrient and Odor Management Act (Act 38 of 2005). Based on the information that I recorded during our discussion you are not considered a CAO under Act 38 of 2005 and therefore the requirements under this law do not pertain to you.

Given that you generate and/or utilize manure you are still required to develop and implement a written ***Manure Management Plan (MMP)***, under The Pennsylvania Clean Streams Law and Chapter 91. A copy of DEP’s Manure Management Manual, outlining your requirements and providing a workbook to help you in developing your manure management plan, is attached to this letter.

The following is the information that I recorded during our discussion on [*date1*] when calculating the animal density of your animal operation. Any operation with an animal density over 2.00 AEUs (Animal Equivalent Units) per acre, with a minimum of 8 AEUs, is considered a CAO and obligated to follow the requirements of Act 38 of 2005. If any of this information is incorrect, please contact me within one week of receiving this letter so that I can update our files and help support your compliance efforts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Animal type | Animal number | Animal weight | Days on operation | Calculated AEUs |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total AEUs for the operation |  |
| Total acres of cropland, hayland and pastureland  |  |
| **AEUs per acre** |  |

Please feel free to contact me if I can be of any assistance in helping you understand or comply with your manure management planning obligations. Implementing a proper Manure Management Plan is an important part of any farm’s operation as they handle or apply manure. These plans help protect animal health, improve animal performance and productivity, improve crop productivity, maintain good soil health, maintain a clean environment and enhance good neighbor relations.

Sincerely,

*NM Staff Person*

Enclosure: DEP Manure Management Manual and guidance

Cc: File

*Date1 = date you talked to the farmer to determine his animal density*

*Address2 = address of the farm in question*

*County3 = Your county name*