**INSERT COUNTY LETTERHEAD**

**Letter 1.C**

*Date*

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

*Address*

**Re: Calculating animal density to ensure compliance with Pa’s Nutrient Management Act**

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

 This letter is a follow up to our letter on *[Date1]* where we asked you to provide information in regards to calculating the animal density of your operation in order to assess compliance with Pennsylvania’s Nutrient and Odor Management Act (Act 38 of 2005). As was expressed to you in phone calls and our letter, Act 38 obligates high animal density operations (referred to as Concentrated Animal Operations, or CAOs) to develop and implement approved Nutrient Management Plans.

The county conservation district is delegated by the Pennsylvania State Conservation Commission (SCC) the responsibility to ensure that all CAOs in the county have developed and are following the required Nutrient Management Plans (NMPs). As part of that responsibility I am confirming animal density for operations that are likely to fall under this law. I am sending this letter for the purpose of providing you with a worksheet for determining whether or not you are a CAO, obligated to follow the requirements under Pennsylvania’s Nutrient and Odor Management Law (Act 38 of 2005), and to request your cooperation in documenting your animal density determination.

Please find enclosed with this letter Penn State *Agronomy Facts #54* which includes a worksheet used to determine if you are a CAO. I have also enclosed an enlarged copy of the animal density worksheet from the back of Penn State Agronomy Facts #54 for your convenience. It is this worksheet that I am requesting you complete and return to the *[County2]* County Conservation District by *[Date3]*. You will need to include on the worksheet your name, contact telephone number where you can be reached, your signature and the date you completed the worksheet. Please note that you need to count all livestock and poultry raised or maintained on your operation, as well as account for all cropland, hayland or pastureland that you farm.

In completing the enclosed animal density worksheet you will have taken the first step in assuring your operation is in compliance with the Nutrient Management Law – Act 38. If, based on completing the worksheet, your animal operation is a CAO; the submission of this worksheet will allow us to begin to assist you in meeting the established requirements. If you don’t fall under this law, the submitted worksheet will establish your animal density and provide the necessary documentation to relevant agencies and individuals that may question your compliance. We cannot document your manure management compliance efforts until we receive your completed worksheet.

Understand that if your animal operation is not a CAO, you will still need to develop and implement a written Manure Management Plan (a less detailed plan than a Nutrient Management Plan) required for all lower density animal operations. Once we receive your completed animal density worksheet, we will send you information to assist you in meeting either the Nutrient Management Planning or Manure Management Planning requirements, depending on your animal density.

 If you have any questions or need assistance regarding Pennsylvania’s Nutrient and Odor Management Law or completing the enclosed worksheet, please contact me at *[Phone Number4]*. The conservation district is available to assist you in your efforts to comply with this and all other environmental laws. We commonly assist producers with their animal density calculations, provide a list of certified planners who can develop their Nutrient Management Plans, help obtain any cost share that may be available for plan development and implementation, and facilitate understanding of the requirements of the law and other aspects of the program.

Sincerely,

*NM Staff Person*

Enclosure: *Agronomy Facts #54*

 Enlarged Animal Density Worksheet

Cc: File

*[Date1]* = *Date that 1st letter was sent*

 *[County 2]= Your district address*

*[Date 3]= This date should be approximately 7 days from the anticipated arrival of the letter*

*[Phone Number 4] = Your office phone number*