**INSERT COUNTY LETTERHEAD**

**Letter 1.D (sent certified mail, return receipt requested)**

*Date*

Certified Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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 recent telephone call where we agreed to meet at your operation on *[Date and Time1].* The purpose of this visit is to assist you in determining and documenting the animal density of your animal operation for determining your nutrient management planning requirements. As stated in my two earlier letters, high animal density operations (referred to as Concentrated Animal Operations or CAOs) are required to develop Nutrient Management Plans consistent with the requirements under Pennsylvania’s Nutrient and Odor Management Act (Act 38 of 2005), where lower animal density operations are required to develop a Manure Management Plan which is less detailed in its content.

 Please find enclosed with this letter Penn State *Agronomy Facts #54* which we will complete to determine if you fall under the Act 38 requirements. I have also enclosed an enlarged copy of the animal density worksheet from the back of *Agronomy Facts #54* for your convenience. It is this worksheet that we will work through together on *[Date and time1]*. In order to minimize the time needed to work through this calculation, I would ask that you have ready the number and average weight of each animal type you have on the operation, as well as the number of cropland, hayland and pastureland acres that you farm.

 If you have any questions regarding this meeting please feel free to contact me at the conservation district office, phone number *[Phone Number2]*. I look forward to meeting with you on *[Date and time1]*.

Sincerely,

*NM Staff Person*

Enclosure: *Agronomy Facts #54*

 Enlarged Animal Density Worksheet

Cc: File

*[Date and Time1]* = *Date and time that you agreed with the farmer, to meet out at his/her farm*

 *[Phone Number2] = Your office phone number*