**INSERT COUNTY LETTERHEAD**

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

*Date*

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

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

*Address*

**Re: FINAL NOTICE - 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 my two previous letters dated *[Dates1]* and serves as our final notice to provide information and direction to you in regards to calculating and documenting the animal density of your animal operation in order to assess compliance with Pennsylvania’s Nutrient and Odor Management Act (Act 38 of 2005). As was expressed to you in my earlier letters, Act 38 obligates high animal density operations (referred to as Concentrated Animal Operations, or CAOs) to develop and implement approved Nutrient Management Plans (NMPs).

You have yet to submit to our office the completed animal density calculation worksheet that has been provided to you in two previous letters. I am sending this third and final letter to you for the purpose of establishing a time when I will be at your animal operation to meet with you to complete the animal density worksheet used 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).

 I will be at your animal operation on *[Day, Date and Time2]* to work with you to complete the animal density calculation worksheet. You (or your representative) need to be present at this meeting in order to work through the animal density calculation. **If you or your appointed representative cannot be present at this meeting, please contact me by *[Date3]* so that we may reschedule at a time that meets your availability.**

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. It is this worksheet that we will work through together on *[Date2]*. 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 every animal type you raise or maintain on the animal operation, as well as the number of cropland, hayland and pastureland acres that you farm.

 If you have any questions regarding this meeting or the information we will be discussing at the meeting, please feel free to contact me at the conservation district office at *[Phone Number4]*. I look forward to meeting with you on *[Date2]*.

Sincerely,

*NM Staff Person*

Enclosure: Agronomy Facts #54

CC: File

 SCC Regional Coordinator

*Date1 = Dates (2 dates) of first and second letters (1.B and 1.C) sent to the farmer for the purpose of calculating animal density*

*Day, Date and Time2= The day of the week, date and time that you decide to meet with the farmer out at his/her site recognizing that you are not sure of the farmer’s availability. This should be a date approximately 2 weeks off so to provide time for the farmer to clear their schedule or reschedule the meeting.*

*Date2 = Date you selected to meet on the farm*

*Date3= select a date that is approximately 7 days from the original meeting date.*

*Phone Number4= Your office phone number*