**INSERT COUNTY LETTERHEAD**

***Letter 2.B***

*Date*

*Animal Operator Name (husband and wife)*

*Address*

**Re: Requirement to Obtain an Approved Nutrient Management Plan**

Dear Mr. and Mrs. *-Animal Operator Name,*

 This letter is being sent as a follow up to my previous letter dated *[Date1]* informing you of your nutrient management planning obligation as a Concentrated Animal Operation (CAO) under Act 38 of 2005 (commonly referred to as Pennsylvania’s Nutrient and Odor Management Law).

 The *[District2]* has not received a copy of your submitted nutrient management plan within the 60-day timeframe provided in our previous letter. You are currently considered to be out of compliance with Act 38 of 2005. To gain compliance you are required to work with a certified nutrient management planner (I am again including a copy of the planner list for *[County3]* County) to develop and submit a nutrient management plan (NMP) to the conservation district for review and action.

 In order to come into compliance with the State Conservation Commission’s (SCC) compliance obligations, you will need to submit a NMP to our office for review, (within 30 days) by *[Date4]*. We recommend that you contact a planner within the next 2 days in order to start the process. Once you have contracted with a certified planner, have that planner contact our office, within 15 days, so that we can indicate to the SCC that you are in the process of complying with the law.

 If you have any questions relating to this obligation, please contact me at the conservation district office at *[Phone Number5]* so that I can provide whatever additional direction you may need.

 Sincerely,

 *NM Staff Person*

cc: File

Enclosure: Commercial Nutrient Management Specialist list

*Date1 = Date of first strike letter*

*District2 = Your conservation district name*

*County3 = The county where the farmer resides*

*Date4 = This date should be about 30 days from the date the letter is expected to reach the farmer*

*Phone Number5 = Your office phone number*