**INSERT COUNTY LETTERHEAD**

***Letter 3.A.CAO***

*(April 1, 20XX)*

*Animal operator Name (husband and wife)*

*Address*

**Re: Requirement to Update or Amend Your Current Nutrient Management Plan**

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

 Your current Nutrient Management Plan (plan) approved on *[Date1]* expires on *September 30, 20XX.* Pennsylvania’s Nutrient and Odor Management Law (Act 38 of 2005) states that you are obligated to have an approved, updated or amended Nutrient Management Plan for every crop year.

 Plan updates or amendments must be developed by a certified nutrient management planner, just like your current plan. Given the time required to work with a certified planner to develop this plan revision, I encourage you to contact your planner now to start the process so that you can have a NMP for the beginning of the next crop year. It is recommended that you submit a plan update or amendment to the conservation district office by July 1, 2017.

In closing, the conservation district is available to assist you in understanding and meeting this obligation, which essentially requires that you ensure that you always have a valid nutrient management plan. I have enclosed an updated list of certified planners for your information. If you have any questions relating to this obligation, please contact me at the conservation district office (*[Phone Number4]*) so that I can help you understand this requirement.

 Sincerely,

 *NM Staff Person*

Enclosure: List of certified planners for the county

cc: File

 DEP (if a CAFO)

*Date1 = date of approval of NMP*

*Phone Number4 = Your office phone number*

*List of specialist is optional for annual plan updates*