**INSERT COUNTY LETTERHEAD**

***Letter 3.A.VAO***

*(April 1, 20XX)*

*Animal Operator Name (husband and wife)*

*Address*

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

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

Your current Nutrient Management Plan (plan), which was approved on *[Date1]*, expires on *September 30, 20XX.* In order to maintain your volunteer status under Pennsylvania’s Nutrient and Odor Management Law (Act 38 of 2005), to receive the liability protection afforded under that program and maintain your eligibility for various plan implementation funding sources, you must have an approved updated or amended Nutrient Management Plan for each 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 a plan revision, I encourage you to contact your planner now to start the process. It is recommended that you submit a plan update or amendment to the conservation district office by July 1, 2017

Thank you for your participation in this program that supports and enhances both farm productivity and environmental protection. Your involvement demonstrates your interest in ensuring that your operation is properly handling the manure generated on your operation.

If you choose to no longer participate as a volunteer under Pennsylvania’s Nutrient and Odor Management Law please be aware of your obligations under Pennsylvania’s Clean Streams Law and Chapter 91. These obligations require that if you generate and/or utilize manure you must develop and implement a written ***Manure Management Plan (MMP)***.

The conservation district is available to assist you in understanding and meeting this revised plan submission timeframe, as well as informing you of any funding that may be available to support your plan development and implementation activities. I have enclosed an updated list of certified planners for your information. A copy of DEP’s Manure Management Manual, outlining your requirements and providing a workbook to help you in developing your manure management plan may be requested if you no longer wish to participate under Act 38. If you have any questions relating to the revision of your plan, please contact me at the conservation district office (*[Phone Number4]*) so that I can assist you.

Sincerely,

*NM Staff Person*

Enclosure: List of certified planners for the county

cc: File

*Date1 =* plan approval date

*Phone Number4 = Your office phone number*