**INSERT COUNTY LETTERHEAD**

***Letter 3.B.CAO***

*(July 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,*

 This letter is sent as a follow up to my previous letter dated *[Date1]* reminding you that your Nutrient Management Plan (plan) will soon expire and instructing you to submit a plan update or amendment.

 The *[District2]* still has not received a plan update or amendment.

 To remain in compliance with Pennsylvania’s Nutrient and Odor Management Act (Act 38 of 2005), **the State Conservation Commission’s (SCC) compliance timeframe requires that you have an approved NMP for each crop year. (District2) recommends that you submit a plan update or amendment (60 days from date of receipt) by (Date X).**

Please be aware that you have a legal obligation under the Nutrient Management Act to maintain a current nutrient management plan for your operation at all times. The conservation district is available to assist you in understanding and meeting this obligation in order to avoid any possible enforcement consequences the SCC may impose if you do not comply.

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

 Sincerely,

 *NM Staff Person*

cc: File

*SCC Regional Coordinator*

*Date1 = Date of first letter*

*District2 = Your conservation district name, such as Lebanon County Conservation District*

*Phone Number5 = Your office phone number*