**INSERT COUNTY LETTERHEAD**

***Letter 3.B.VAO***

 *(July 1, 20XX)*

*Animal Operator Name (husband and wife)*

*Address*

**Re: Second Reminder 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) was soon to expire and informing you that you need to submit a plan update or amendment in order to maintain your Nutrient Management Act volunteer status.

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

The State Conservation Commission’s (SCC) volunteer program policy directs you to have a NMP for each crop year. **(**District2) recommends that you submit a plan update or amendment by (60 days from date of receipt) (Date X).

Again, I would like to thank you for your participation in this program that supports and enhances both farm productivity and environmental protection. Your continued involvement demonstrates your interest in ensuring that your operation is properly handling the manure generated on site. I would encourage you to maintain your volunteer status under this worthwhile program. Participation provides you some additional protection under the law relating to public concerns regarding your manure and fertilizer use activities. It also ensures your compliance with state and federal manure management laws, allows the conservation district to actively support the nutrient management activities you are implementing on your animal operation, and provides you access to various funding programs offered by state and federal agencies and private organizations.

If you have decided not to continue your involvement in the Nutrient Management Act program, please fill out and return the attached Nutrient Management Act Program Withdrawal letter (attach draft letter). Again, I would hope to encourage you to maintain your status as a volunteer.

If you choose to no longer participate as a volunteer under Pennsylvania’s Nutrient and Odor Management program, 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 or any other aspect of your volunteer status, please contact me at the conservation district office (*[Phone Number5]*) so that I can assist you.

 Sincerely,

 *NM Staff Person*

ENCLOSURE – Planner list

CC: File

*Date1 = Date of first letter*

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