**INSERT COUNTY LETTERHEAD**

***Letter 3.C.VAO (sent certified mail return receipt requested and regular mail)***

*September 1, 20XX*

*CERTIFIED MAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Animal Operator Name (husband and wife)*

*Address*

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

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

 This letter is a follow up to staff’s previous letters dated *[Dates1]* and serves as the final reminder of your need to submit an update or amendment to your Nutrient Management Plan (NMP).

 Your current plan expires September 30, 20XX. **This letter represents your last chance to submit the necessary NMP to our office or we will be compelled to cancel your volunteer status under the Nutrient Management Law.** **Please submit an update or amendment to your NMP by September 30, 20XX.** If you have not implemented the above corrective actions by the time indicated our office will be obligated to notify the SCC that you are forfeiting your voluntary status under the Act 38 program

I once again encourage you to maintain your volunteer status under this program, as 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).

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)***. Please be advised that it is unlawful to spread or export manure without a current approved NMP or a MMP.

If you have any questions relating to the revision of your plan or any other aspect of your volunteer status, please contact *[Name4]* at the conservation district office (*[Phone Number3]*) so that they can assist you. 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.

 Sincerely,

 *District Manager*

Enclosure: Draft withdrawal letter

cc: File

*Dates1 = Dates (2 dates) of first and second letters (1.B and 1.C) sent to the farmer to remind them of the expiration of their NMP*

*Phone Number3 = Your office phone number either District Manager, or the NMS’s (staff person’s)*

*Name4 = Name of CD staff person (typically the NMS) who will be performing the onsite visit, or who questions will be directed to.*