**[Name],INSERT COUNTY LETTERHEAD**

***Letter 4.A.CAO out of compliance***

*Date*

*Animal Operator Name (husband and wife)*

*Address*

**Re: Requirement to Implement Your Current Nutrient Management Plan**

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

 This letter is sent as a follow up to my *[Date1]* site visit where I assessed the status of your implementation of your Act 38 (commonly referred to as Pennsylvania’s Nutrient and Odor Management Act) Nutrient Management Plan (NMP). Attached to this letter is a copy of the inspection report which outlines the various findings from my visit.

 As is indicated on the inspection report, you were found to be out of compliance with your obligations under Act 38, relating to the following issues:

|  |  |  |
| --- | --- | --- |
|  **Non-Compliance finding** |  **Corrective action required** | **Timeframe to complete corrective action** |
| *[Finding2]* | *[Actions Required3]* | *[Date4]* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 The State Conservation Commission’s (SCC) program policies oblige you to implement the required corrective actions within the timeframe provided in the above schedule in order to regain compliance with the law. I am directed to revisit your operation in order to confirm that you have implemented the required corrective action*(s)* outlined above. I plan to visit your farm on *[Date and Time5]* in order to reassess your operation. Please make yourself available on that date so we can discuss the corrective actions you have taken to address this *(these)* non-compliant issue(s). If you cannot meet on this date and time, please call me at least 5 days prior to this date so that we can reschedule to a date that meets your schedule.

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

 Sincerely,

 *NM Staff Person*

Enclosure: INSPECTION REPORT

cc: File

 [Name], DEP Regional office (if a CAFO)

*Date1 =* date of site visit

*Finding2 = Individually list the deficiencies you noted during your inspection*

*Actions Required3 = List individually the correction actions required to come back into compliance*

*Date4 =* establish a date you can realistically expect the compliance measure to be completed, use your professional judgment on establishing this date. The SCC Regional Coordinator can also assist in establishing this compliance date. This date should not go past 6 months unless it is an unusual circumstance.

*Date and Time5 = Set a date and time which should be about* 3-7 days following the farmer’s required date to fix the non-compliant issues