**SAMPLE – CAO WITHDRAW ACKNOWLEDGEMENT LETTER**

Date:

Operator Name *[Name1]*

Farm Name (*if used*)

Operator address

Operator address

Re: Withdraw of *[Name1]* animal operation from the Act 38 Nutrient Management Plan Program

Dear: Mr. / Mrs. / Ms. *[Name1]:*

On *[Date2]* the *[Name3]* County Conservation District (\_\_CCD *[Name3])* received a new animal density calculation from \_\_\_\_\_[NMS that developed CAO calculations] and a request that your operation at [address of animal operation] be withdrawn from the Act 38 program.

Also on [Date2], the [Name3] County Conservation District (\_\_CCD *[Name3])* received a letter from you attesting that you (have gained control of (XXX) additional acres or have reduced animal numbers) and your operation is no longer considered a Concentrated Animal Operation (CAO). [only use the one that applies]

Based upon this request, the [Name3] County Conservation District acknowledges that [NMP Name] NMP for crop year(s) \_\_\_\_\_\_ [add the crop years] will be withdrawn from the PA Nutrient Management Act Program (Act 38) as a Concentrated Animal Operation (CAO).

[Name3] County Conservation District would like to remind you that your Act 38 Nutrient Management Plan (NMP) no longer meets the requirements of the Act 38 Nutrient Management Program or the Chapter 91 Manure Management regulations since your plan no longer accurately represents your current animal operation as [cropland/pasture acres under your management control have been added, or animal numbers have been reduced]. [only use the one that applies].

Given that you generate and/or utilize manure you should understand it is still your responsibility to develop and follow, at a minimum, a Manure Management Plan (MMP) meeting the Department of Environmental Protection’s (DEP) Chapter 91 requirements.

You should also understand it is your responsibility to have and follow an Agricultural Erosion and Sedimentation (Ag E&S) plan meeting DEP’s Chapter 102 requirements. Ag E&S plans are required for all operations conducting plowing and tilling activities and operations where Animal Concentration Areas (ACAs) and/or Animal Heavy Use Areas (AHUAs) exist. An NRCS Conservation Plan meeting these specifics may meet these compliance obligations.

Please feel free to contact me if we can be of any assistance in helping you understand or comply with your obligations.

 Sincerely,

John Doe *[Name4]*

*[Name3]*

 Title

Cc: SCC Regional Coordinator

File

*Name1 =* *Operator’s and/or Farm name.*

*Date2= Date District received request*

*Name3 = Your conservation district name, first written out, then abbreviated thereafter (ex. Adams County Conservation District (ACCD))*

*Name4= This most likely would be the reviewer of record, however it could also be the district manager or chairperson*