Operator’s Name

Farm Name *(if used in NMP)*

Operator’s address

Operator’s address

Re: Acknowledging Non-Compliance / Compliance Status (choose one) of *[Name1]* Nutrient Management Plan

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

The *[Name2]* County Conservation District (\_\_\_CCD, or District) performed an

NMP Status Review of your operation on *[Date3]*. During this inspection, it was discovered that you did not implement your Nutrient Management Plan (NMP) properly regarding the following activity(ies): *[Select all that apply]*

* Planted different crop than what was planned
* Applied different manure than what was planned
* Applied manure in different season than what was planned

A calculation was performed to determine if any nutrients were over-applied due to the changes listed in this letter. It was found that you are **not out of compliance / out of compliance** (choose one) regarding the over-application of nutrients. Enclosed with this letter is the calculation.

Due to this change, you are required to obtain an **update / amend** (choose one) for your NMP. Please contact your plan writer immediately to begin the process of amending your NMP.

Please remember that it is your obligation to follow and implement your NMP as approved. If changes need to be made, please contact your plan writer or the *[Name2]* in advance so that all necessary updates or amendments to your NMP can be made.

Thank you for your cooperation with the Act 38 program. Please feel free to call me at \_\_\_-\_\_\_-\_\_\_\_\_\_\_\_\_ if you have any questions.

Sincerely,

John Doe *[Name4]*

Title

*[Name2]*

Enclosure:

 Calculation determining that nutrients were not over-applied

cc: Author of plan

 File

 DEP if Operation is a CAFO

*Name1 = Name on NMP: operator’s and / or farm name.*

*Name2= Your conservation district name, first written out, then abbreviated thereafter (ex. Adams County Conservation District (ACCD))*

*Date3 = Date you performed the inspection*

*Name4= Preferably this would be the reviewer of record. However, it could also be a district manager.*