Date

Name1

Address2

Address2

RE: Nutrient Management Program On-site Status Review Follow-up Report

Dear Name1

This letter is sent to you as a follow up to my [Date3]site visit where I performed a Nutrient Management Status Review of your Act 38 (commonly referred to as Pennsylvania’s Nutrient and Odor Management Act) Nutrient Management Plan (NMP, or plan), assessing the status of your implementation of your plan, and your compliance with Act 38. Attached to this letter is a copy of the status review report which outlines the findings from my visit.

As is indicated on the inspection report, you were found to be in compliance with your obligations under Act 38. Thank you for implementing your NMP, and for maintain the records required for your animal operation under Act 38.

As a follow-up reminder, your current NMP will expire September 30, 20XX4.

You are strongly encouraged to contact a certified plan writer early in the expiring crop year to set up a date to perform your triennial review on your current plan. During the triennial review, you and your planner will review your current NMP, along with your current management of your crops and animals, and determine if your plan needs to either be updated or formally amended. By contacting the plan writer early, they will have a better opportunity to submit your plan update or amendment, depending on what the triennial review reveals, to the Name5 County Conservation District by the recommended April 1, 20XX4 submission date. In doing so, this should help to insure your updated / amended plan will be in place by October 1, 20XX4 which the program recognizes as the start of the next crop year.

I would like to thank you for your cooperation with the Act 38 program. If you have any questions relating to this letter, please contact me at the conservation district office so that I can provide whatever additional information or direction you may need.

Sincerely,

Name6

Title7

Enclosures:

Copy of the Nutrient Management On-Site Status Review Report

cc: File

 Author of NM Plan8

 DEP if Operation is a CAFO

Name1 = Name of operator

Address2 = Mailing address of the operation

Date3 = Date status review was performed

20XX4 = Crop year plan expires

Name5 = Name of Conservation District

Name6 = Name of reviewer

Title7 = Title of reviewer

Author of NM Plan8 = Person who wrote current NMP.