Date

Name1

Address2

Address2

RE: SCHEDULING A NUTRIENT MANAGEMENT PROGRAM ON-SITE STATUS REVIEW

Dear Name1

Pennsylvania State Conservation Commission (SCC) policy requires conservation districts to perform on-site Nutrient Management Status Reviews on all Concentrated Animal Operations (CAOs), and Concentrated Animal Feeding Operation (CAFOs) on an annual basis. Volunteer Animal Operations (VAOs) are required to meet this obligation at least once every three years. This letter is being sent to you requesting a time to schedule such a visit.

The purpose of the on-site status review is both regulatory and informational. The review is designed to give you an opportunity to discuss any questions or concerns you may have about the program, your Nutrient Management Plan (NMP), or your specific record keeping requirements. The status review will provide an opportunity to clarify any deficiencies, but it will also provide an opportunity for the [Name 5] Conservation District to document your compliance with Act 38 (Pennsylvania’s Nutrient and Odor Management Act). To facilitate this process, you will need to have your required records, along with your approved NMP, available for verifying at the review. The on-site visit will be followed up with a detailed report, documenting your compliance status

Your NMP writer is welcome to attend the on-site status review. However, if that is your desire, it will be your responsibility to work out the scheduling with your planner.

[Optional paragraph, remove if not used] [Conservation District staff has tried to contact you on XX, XX, etc. (dates of attempts to contact or letter dates) to schedule your annual on-site status review inspection but you have not responded to schedule your inspection. **Name1 on-site status review inspection is scheduled for XXX** (specify day and time). Please make yourself available on that date and time so we can complete your annual status review inspection. 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.

Thank you for your cooperation with the conservation district, as well as, the Act 38 NM Program. To schedule your on-site Nutrient Management Status review, or if you have questions concerning this letter, please contact me at the district office at (xxx-xxx-xxxx3) by date4 to set up a date for the status review.

Sincerely,

Name6

Title7

**Enclosures:**

Blank copy of the Nutrient Management On-Site Status Review Report

cc: File

Author of NMP8  
DEP if Operation is a CAFO

Name1 = Name of owner / operator

Address2 = Mailing address of the owner / operator

Phone3  = District phone number and extension if applicable

Date4 = Date Status review is requested approximately 3 weeks from receipt of this letter

Name5 = Name of Conservation District

Name6 = Name of reviewer

Title7 = Title of reviewer

Author of NM Plan8 = Person who wrote current NMP.