**Sample Technical Review Letter Requesting Corrections to the Plan**

Date \_\_\_\_\_\_\_

Planner’s Name

Planner’s company name (*if used in NMP*)

Planner’s address

Planner’s address

Re: Technical review of *[Name1]* Nutrient Management Plan (NMP)

Dear Mr. / Mrs. / Ms. *[planner’s name],*

The *[Name2]* County Conservation District ( \_\_CCD *[Name2]* ) received the initially proposed Nutrient Management Plan (NMP, or plan) for the *[Name1]* animal operation located at *[Address3], on [Date4]*. The NMP was deemed administratively complete at that time **[or list date if admin completeness was met at a later date]**. *[Name2]* received your most recent revision to the plan on *[Date5].*  I have completed my technical review of the plan **[or, if on the second or more revision: *and the most recent plan revision*]** and have identified the following issues that appear ***[or still appear]*** to be in conflict with the Nutrient Management Act program standards: *[Comments6]*

Appendix 1,

1. list the first issue (page # \_\_\_)

Appendix 3,

1. list the second issue (page # \_\_\_\_),
2. list the third issue (page # \_\_\_\_), etc.

[Or instead of the above format, letter can say “these issues are outlined on the attached technical review list.” For reviews with several or lengthy technical comments it may be more appropriate to list those comments on a separate document. It is absolutely critical that review comments are written carefully, as they need to be clear to the planner, and once mailed become a record of your review efforts.]

[Optional for CAFO Reviews]

Please note that the plan was published in the PA DEP Bulletin on XX, XX, XXXX and it must be posted for 30 days. If review comments are received from that, additional corrections may be required in order for the plan to be approved.

Please address each of these issues by either submitting a revision to the plan addressing these concerns, or by indicating how you believe the current element in the plan does indeed conform to program standards.

NMPs must be acted upon within 90 days. It is the State Conservation Commission’s policy that NMPs not in final form after 90 days are to be disapproved. Only the State Conservation Commission, or a delegated conservation district, has the ability to roll a plan review over into a second 90-day review period. [For reviews that have received an extension approval from the SCC include the following sentence here: “Please note that the SCC approved a (##) day review extension for this NMP until the (Date) board meeting”.]

In addressing the above items, please keep in mind that NMPs need to be in the *[Name2]* office *in final form* **at least** 7 days before they are acted upon. *[Name2]’s* upcoming Board of Director’s meetings are scheduled for *[Date7]* and *[Date8].*

I am available to discuss any of the concerns identified above either on the phone, email, or in person in order to facilitate finalization of this plan. Please feel free to call me at \_\_\_-\_\_\_\_\_\_\_\_, or email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you.

Sincerely,

John Doe

*[Name2]*

Title

Enclosed:

 Technical review comments *(if done on a separate document)*

Cc: DEP if Operation is a CAFO

 Operator *(if requesting corrections a second time or more)*

*Name1 = Name on NMP, either farm name, or operator’s name. With the complexity of Act 38 NMPs, the Commission encourages the first round of technical review comments be sent solely to the planner.* ***If additional technical review comments becomes necessary (due to the planner not addressing the reviewer’s concerns) Commission policy is for reviewers to send those subsequent comments to the planner, and copy the operator.***

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

*Address3 = Site address (minus the state and zip code). Since planners often work in several counties, adding county name would be helpful and appropriate.*

*Date4= Date you received the initial NMP (if no later version, remember to write this on the NMP’s cover page*

*Date5 = Date of most recently received version of the NMP. (Don’t forget to write this on the NMP’s cover page*

*Comments6= Comments need to be clear and specific, and with enough detail that the planner clearly understands what you are asking of them.*

*Date7= Date of first upcoming BOD meeting*

*Date8 = Date of second upcoming BOD meeting*

*Name9= Preferably this would be the reviewer of record. However, it could also be a district manager*