[Date]

[Farmer Name]

[Address]

[Town], PA [ZIP]

**Re: Upcoming Agricultural Inspection During the COVID-19 Public Health Emergency**

Dear Mr. and Mrs. [Farmer’s Last Name]:

The Commonwealth of Pennsylvania is committed to protecting local water quality while also meeting specific Chesapeake Bay restoration goals. The agriculture sector may help improve water quality both locally and in the Chesapeake Bay by following existing state regulations relating to erosion control and manure management. All agricultural operations in Pennsylvania have been required to develop and implement Agricultural Erosion and Sediment Control Plans since 1972, and where applicable, Manure Management Plans since 1985.

Your efforts to implement these plans on your farm help improve and protect local water quality, provide for improved soil and animal health, and overall farm sustainability. Additionally, these plans will help you get the maximum productivity from your farm through the efficient use of your soil and nutrient resources.

The [District Name]County Conservation Districthas been tasked by the Pennsylvania Department of Environmental Protection to assess [Inspection Number1] farms from July 1, 2019 - June 30, 2020 to verify compliance with planning regulations. This letter is to inform you that your farm has been selected for an on-site inspection.

**However, during the COVID-19 public health emergency, following social distancing policies is of utmost importance for your safety and the safety of our staff. Therefore, during this time, [District Name]County Conservation District will be conducting inspections remotely through a phone interview with the owner or operator.**

Please call our office within 10 business days from the date of this letter to schedule a time that will fit best into your schedule. If our staff are not available to take your call, please leave your name and telephone number so that staff can contact you to schedule the interview.

To prepare for the phone interview, please submit the applicable planning documentation as described below via email to [Inspector] at [Inspector’s Email].

* A **Manure Management Plan** (MMP) – documents the proper storage and land application of animal manure and agricultural process wastewater.
* An **Agricultural Erosion and Sediment Control Plan** (Ag E&S Plan) – documents current and planned best management practices to reduce the erosion and runoff from plowing/tilling activities and animal barnyard/high traffic areas

If email is not available, you may also submit your planning documentation via mail to:

[District Name] County Conservation District

Attn: [Inspector]

[Address]

[Town], PA [ZIP]

If you have any questions about this inspection process and to schedule the phone interview, please call our office at [Phone Number].

Sincerely,

[District Staff or Manager Name], [County Name] County Conservation District

*Note:*

*1Inspection Number = The total number of inspections that must be completed by the County Conservation District (50 per technician) in a one-year period.*