

Cover Page

This page of the plan is to be provided consistent with the format provided in the PA Act 38 standard plan. The cover page is to be no longer than one page in length and can include additional company related logos or symbols in order to indicate to the farmer the company used to develop the plan.

The standard plan format wording outlining the required information on the cover page is not to be included with the completed cover page. For example, the Operator Name states "John and Missy Brown" and does not state "Operator's Name: John and Missy Brown". The dates area should include what that date relates to, such as "Date of Plan Submission: October 1, 2007".

The cover page will indicate what year(s) the plan is written to cover (such as: "2010 - 2012" or "2010". The plan is to address a 1 to 3 year time frame, as the life span of a give plan submission is not to be longer than 3 years. Please note that a plan should be submitted prior to the crop year it is to cover (the crop year is understood to start the previous October of a given crop year), and plans submitted later than 3 months into a given crop year will be expected to be revised during review to remove the current crop year from the plan submission.

The cover page will include the **Operator's Name, Address and Telephone Number**. The operator's name for a family run farm is to include both the husband and wife, if the wife is part owner of the business. The farm name can and should be included in this part of the plan, but also the main contact person's contact information should immediately follow the farm name (such as: "Happy Acres Farm; Bob and Brenda Smith; 125 Deer Street; Bradford, Pa, 16732; 570-123-4567) The address would be the mailing address for the operator. The phone number would be whatever number is most appropriate for contacting the operator if program staff would need to contact the operator for setting up farm visits or the like.

The cover page will indicate the **name of the planner** as well as the PDA Nutrient Management Specialist Certification Number for the specialist and the contact information for the planner.

The dates part of the cover page is important to help ensure that the plan is kept current as required through the regulations. The Date of Plan Submission date would be **completed by the conservation district or Commission staff reviewing the nutrient management plan** and would refer to the date the administratively complete plan was officially received in the district or Commission office for review. Therefore, the planner should leave this date blank when submitting a plan or plan amendment for review. This date would not change when the plan submission is revised during the review process to address technical comments provided by the plan reviewer. It should be noted that a plan amendment would have a new cover page submitted with the amendment, and a plan submission date would be used indicating when the administratively complete plan amendment was submitted. Also note that this plan submission date would change if the plan was officially withdrawn during the review process. In the case where a plan is officially withdrawn, a new plan submission date

would be filled-in by the reviewing entity indicating when the administratively complete plan resubmission was received. In summary, this line addresses initial plan submissions and would also be completed for plan amendments. The submission dates for plan updates are handled in a separate line, as explained below.

The administrative completeness letter sent to the farmer (and copied to the planner) indicating that the submitted plan or plan amendment was determined to be administratively complete and a technical review will now begin, should indicate the date the district received the administratively complete plan (which would be the same date entered onto the Date of Plan Submission line on the cover page).

Lastly, the Date(s) of Plan Update Submissions (not requiring board action) would be completed by the **conservation district or Commission staff receiving the nutrient management plan updates** indicating when the plan update was received in the district or SCC office. The cover page (which would include the original plan submission date) would be submitted by the planner with the plan updates date blank for completion by the conservation district or Commission staff.