



# NMP Online – User Update 4 – 23 August 2016

## Frequently Asked Questions (Updated)

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## Section A: Frequently Asked Questions about Soil Sampling – DAFM Answers below.

See Appendix 1 DAFM GLAS Circular 02/2016 (8<sup>th</sup> January 2016)

**Q: If LIPP doesn't receive applied organic or chemical fertiliser is there a requirement to soil sample this area?**

A: Yes

**Q: A farm in GLAS that spread no chemical fertiliser - do these have to be soil sampled?**

A: Yes

**Q: Some farms that have Commonage and areas of rough or hill grazing and a small amount of lowland (lowland receives no chemical fertiliser) - does the lowland have to be sampled?**

A: Yes

**Q: Trafficable grassland which receives no applied chemical/organic fertiliser - can the farmer opt to not soil sample this area as this would only give them additional chemical N and P which wouldn't be used.**

A: These areas must be sampled. GLAS Advisor can still allocate Zero chemical N and P. Organic fertilisers may still be applied to these areas.

**Q: Where a soil sample plot is >8ha, e.g. 9 ha. Is it satisfactory to split this plot into Plot A and Plot B, then apply the relevant soil sample to just one of these plots?**

A: Soil samples cannot exceed 8ha and all areas claimed for BPS must be allocated to a soil sample unless they are commonage or classed as GLAS rough grazing as per DAFM GLAS circular 2016 on soil sampling. Index 3 cannot be assumed for a GLAS NMP. Above 8.0 ha soil samples an additional soil sample is required unless there is an adjoining field with similar soil type and cropping history and the capacity to include the extra amount. The 9 ha must be broken down into two plots.

**Q: Are soil samples taken after the 15/09/2015 valid for the full period of Tranche 1 and Tranche 2 GLAS nutrient management plans?**

Yes these soils sample would be applicable for years 2016, 2017, 2018, 2019 and 2020 which would cover the five full years GLAS years for Tranche 1 and 2 GLAS plans (a farmer in derogation soil samples between 15/9/15 and 14/9/16 will ~~not~~ be usable in the derogation plan for NMP).

**Q: In NMP Online how do we deal with GLAS commonage and GLAS Rough grazing areas?**

A: In NMP Online select crop type “GLAS Commonage” or “GLAS Rough Grazing” as appropriate. Do not select “Crop Type”. Soil samples are not required for these areas.

**Q: What soil samples can be used in NMP Online?**

A: Soils for NMP’s and GLAS/Derogation/Nitrates must be from an approved lab as per INAB (please see Appendix 2 - Soil Testing Laboratories. DAFM procedures re. acceptance of soil testing results).

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**Other information about soil sampling:**

Soil samples must be taken for all lands that the GLAS participant will continue to farm in the year following the year the samples are taken even if this is rented/conacre.

Where soil samples were taken in 2016 and the farmer has rented land in 2016 and he knows that he will have it again in 2017 then he must take soil samples from this land.

If land is rented in after the NMP is prepared then soil samples are not required. However, the NMP must be amended to take this additional land into account and Index 3 must be assumed on these lands in the absence of soil samples.

Where soil samples expire in year 4 or 5 of a GLAS plan.

- a) Index 3 /4 as appropriate may be assumed for those plots;
- b) Revised soil samples may be taken;
- c) In either case the NMP must be updated.

- **Guidelines to taking soil samples are included in the Appendices**

## Section B: Frequently Asked Questions about Commonage and Rough Grazing in

### NMP-Online

***Q.: Does commonage land need to be included in the NMP; some farmers have 40 different commonages do all or any have to be included?***

A: Yes. Commonage on a GLAS farm must be classified as GLAS Commonage if on BPS as claimed area. Some commonages are down on BPS as zero claimed area so these should be in as non-farmed area. When mapping commonage on NMP online in the Land-setup section, select the LPIS button over the map screen and left click into the LPIS and the parcel should turn yellow; then select confirm and the LPIS parcel boundary will be used. When confirm is selected the gross area of the parcel will appear and edit the Reference area to match the claimed share of the commonage.

***Q: Rough grazing Non-Commonage land with a claimed area of 0.00 but has a reference area for example of 3 ha is this to be included in the NMP? If YES do we use the claimed area or reference area on the NMP?***

A: If the claimed area is 0, this should be in as a non-farmed area. If the area is claimed for BPS then it is to be mapped and called GLAS rough grazing (Assuming it has no soil sample) and the claimed area used for NMP.

***Q: Can fertiliser be allocated or spread on commonage?***

A: Commonage lands must not receive/ be allocated chemical N and chemical P in the GLAS NMP. There is no requirement to soil sample these lands in GLAS.

***Q: What areas are listed in the Gross and Reference boxes in land details? Some advisors are putting the digitized or reference area into the reference box.***

A: Claimed area should be put in the reference box. Otherwise the total land area on NMP will not match the Total hectares on the Nitrogen statement. As a result the stocking rate for the farm will be inaccurate.

## Section C: Frequently Asked NMP-Online Technical Queries

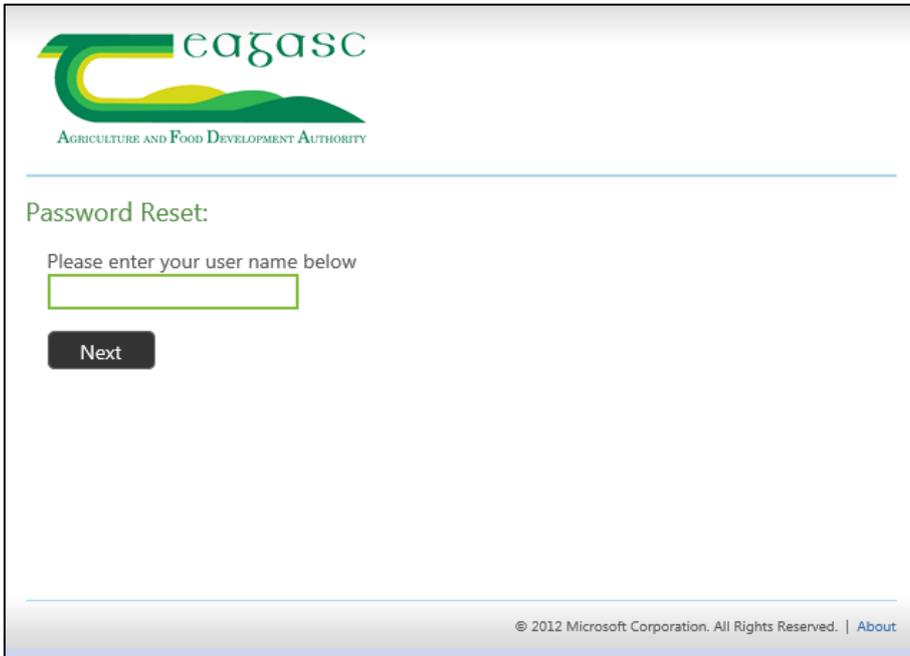
### **Q: Password expired**

A: Your NMP Online password will **expire after 90 days** and you will need to **reset your password**:



The screenshot shows the Teagasc Online Services login page. On the left is the Teagasc logo with the text "eagasc" and "AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY". On the right, the text "Teagasc Online Services" is displayed. Below this, a message states: "Please enter your Teagasc username and password". A red error message reads: "Your password has expired. Type your updated password and try again." There are two input fields: one for the username and one for the password. A green "Sign in" button is located below the password field. At the bottom right, there are links for "Sign in to Teagasc requires registration. To register please visit our Registration Portal" and "Forgot your password? Reset Password". A copyright notice "© 2013 Microsoft" is visible at the bottom right.

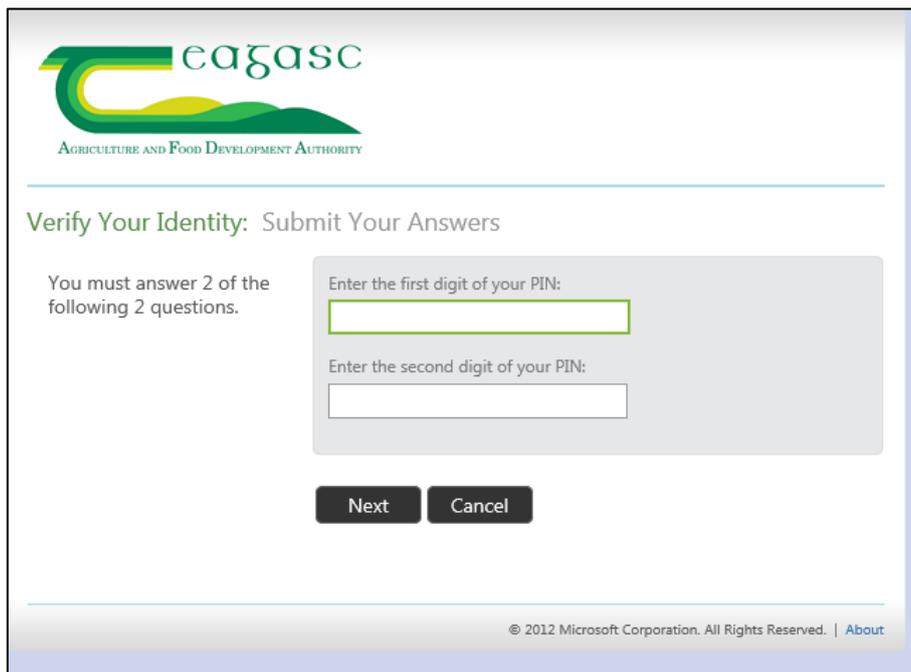
Click on the **'Reset Password'** option and the following box appears. **Enter the username** that you use to log into NMP Online, e.g. Joe.Bloggs001 and click on **Next**.



The screenshot shows the "Password Reset" form. At the top left is the Teagasc logo with the text "eagasc" and "AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY". Below the logo, the text "Password Reset:" is displayed. Underneath, a message says: "Please enter your user name below". There is a single input field for the username. A dark grey "Next" button is located below the input field. At the bottom right, there is a copyright notice: "© 2012 Microsoft Corporation. All Rights Reserved. | About".

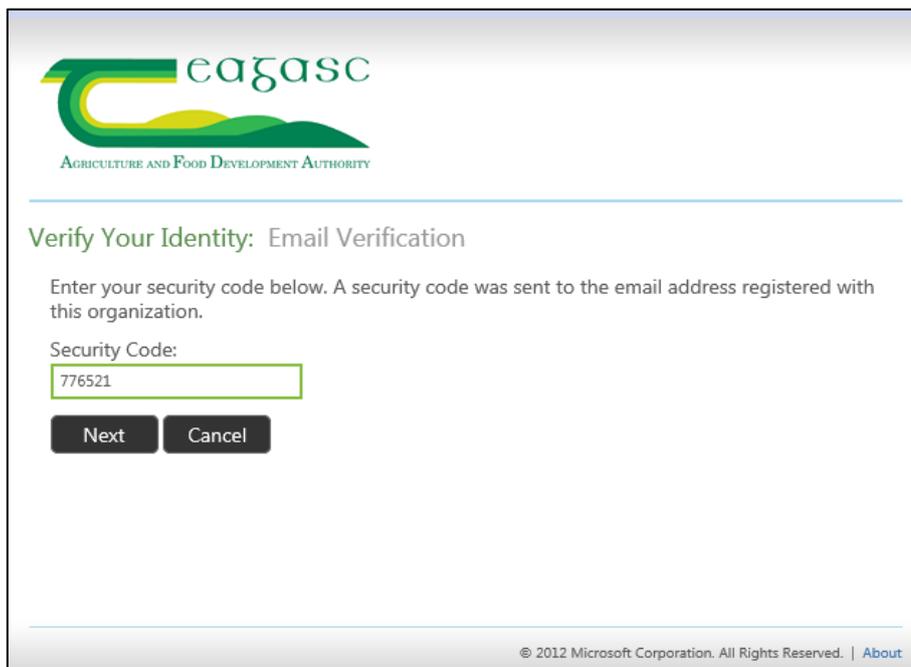
**Enter the numbers requested from your 4 digit PIN** (this was given to you when you registered to use NMP Online initially, it was important to write down and remember this PIN code). You have five attempts at entering the correct PIN numbers, after this you are locked out of the system and you will have to contact [nmp.helpdesk@teagasc.ie](mailto:nmp.helpdesk@teagasc.ie) for

assistance. If you forget your PIN, try entering a series of numbers 3 times, if you fail to remember your PIN, you must contact [nmp.helpdesk@teagasc.ie](mailto:nmp.helpdesk@teagasc.ie) because you will have to be re-registered on the system.



The screenshot shows the Teagasc logo at the top left, with the text 'eagasc' and 'AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY' below it. The main heading is 'Verify Your Identity: Submit Your Answers'. Below this, it says 'You must answer 2 of the following 2 questions.' To the right, there are two input fields: 'Enter the first digit of your PIN:' and 'Enter the second digit of your PIN:'. Below these fields are two buttons: 'Next' and 'Cancel'. At the bottom right, there is a small copyright notice: '© 2012 Microsoft Corporation. All Rights Reserved. | About'.

Click **Next** and a **security code will be sent to your email address**. Enter the security code given in the email address into the box as requested.



The screenshot shows the Teagasc logo at the top left, with the text 'eagasc' and 'AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY' below it. The main heading is 'Verify Your Identity: Email Verification'. Below this, it says 'Enter your security code below. A security code was sent to the email address registered with this organization.' Below this text is a label 'Security Code:' followed by an input field containing the number '776521'. Below the input field are two buttons: 'Next' and 'Cancel'. At the bottom right, there is a small copyright notice: '© 2012 Microsoft Corporation. All Rights Reserved. | About'.

Select **Next** and then enter your **new password**. Your password must not contain your name and must have a capital letter, a symbol, a number and be at least 8 characters long, e.g. Townland1%. Your password is now reset.



AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY

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Password Reset: Choose Your New Password

(Resetting password for teagweb\Avril.Rothwell002)

Enter a new password:

Re-enter the password:



AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY

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Success: Your password has been reset

 You can now use your new password to log in.

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**Q: Clients are not appearing on the NMP Online System (only applies to Teagasc & FRS Users)**

A: If your clients are not appearing on the System, please email [nmp.helpdesk@teagasc.ie](mailto:nmp.helpdesk@teagasc.ie) with the following details and we will add the clients:

Client name, Client address, Herd number, Teagasc client number

**Q: Query regarding CIMS details which need to be corrected for companies, partnerships (only applies to Teagasc & FRS Users)**

A: Regional offices to be notified and correct any errors relating to CIMS.

**Q: Reports not appearing and maps not appearing**

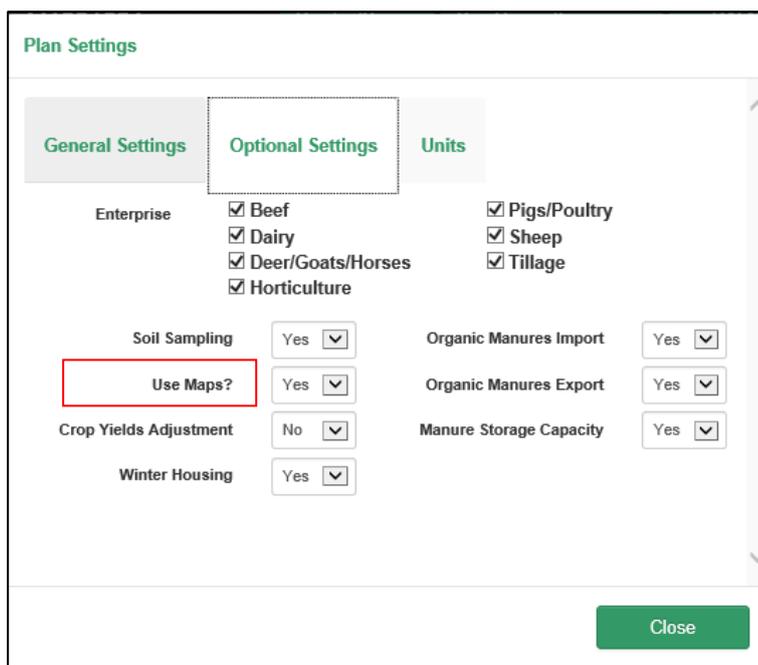
A: You need to check that the pop-up blockers on your computer are not blocked and change it in computer your computer settings.

**Q: Maps not present in the 'Land Setup' page of NMP Online**

A: Click on the  icon at the top of the page



Under plan settings choose 'Yes' to 'Use Maps', maps will appear.



**Plan Settings**

General Settings   **Optional Settings**   Units

Enterprise  Beef  Pigs/Poultry  
 Dairy  Sheep  
 Deer/Goats/Horses  Tillage  
 Horticulture

Soil Sampling Yes   
**Use Maps?** Yes   
Crop Yields Adjustment No   
Winter Housing Yes

Organic Manures Import Yes   
Organic Manures Export Yes   
Manure Storage Capacity Yes

Close

**Q: Plots not appearing on the map**

A: This is caused by accidentally drawing over/ intersecting a plot you have already drawn. Delete the plot and start again or in Land-setup the layer control on the screen the plots box is not ticked.

**Q: Message appearing when you log into NMP Online to say that:**

*“You do not appear to be configured on NMP Online. If you believe this is in error, please contact the NMP Administrator”*

A: This message appears because your details have to be added to an internal computer system prior to gaining access to NMP Online, please email [nmp.helpdesk@teagasc.ie](mailto:nmp.helpdesk@teagasc.ie)

**Q: Registered for NMP Online but security code not received?**

A: This may be an issue with the computer’s security software, for example, if using Firefox you may not receive the security code.

**Q. Where can I get a copy of the user manual, bulletins and register for NMP Online Training?**

For further information please see: <https://www.teagasc.ie/environment/soil/nmp/>

**Q: Is the ‘LPIS Search’ working in the Land Set-up page?**

A: This function is currently unavailable.

**Q: How do you update mapped area when splitting or merging plots?**

A: Merge/split the plots, click save, then go back into the merge/ split plot and the ‘update area’ tab will appear in the pop-up box.

### **Q: How do I create and print maps?**

A: Go to 'Map Viewer' In order to create a printout you must 'Add custom page' or 'Add page', this is where you select the area on the map which you want print. The features you have ticked in the Layer Control box will appear on the printout.

#### *Steps:*

1. The label and colour layers should be selected before the user selects add custom page.
2. In the 'Layer Control' tab, select the 'Colour Layer' and the 'Label Layer' that you want. Normally a single colour layer is selected. Multiple label layers can be selected depending on what you want to show on the map. When you select the options that you want they will appear on the map on the computer screen.
3. Click once on 'Add custom page' or 'Add page' and then click once on the map over the land that you have mapped. A black shaded box will appear.
4. Click on the box and hold and drag it to move it over the area that you want to appear on the printout. When you click on this shaded box smaller grey boxes will appear on the perimeter of the box. If you left click and hold on these buttons, you can adjust the shaded box to surround the required area you want.
5. The scale will automatically be selected as 1:5000 if you want to adjust the scale please select 'Edit Print Properties', the map title and layout can be adjusted here also.
6. Once you have the selected the criteria that you want select 'Print all'.
7. If you require multiple pages of maps in the .pdf document simply repeat the process and anything inside the shaded areas will appear in the print out.

#### *\*Note:*

- The farmyard map doesn't show up on the map unless 'Winter Housing' is selected.
- Print jobs stay on the system for 14 days.

**NMP Help Desk:**

**Email:** [nmp.helpdesk@teagasc.ie](mailto:nmp.helpdesk@teagasc.ie)

## Appendix 1



'The European Agricultural Fund  
for Rural Development: Europe  
investing in rural areas'.

Circular 02/2016

8<sup>th</sup> January 2016

To: GLAS Advisors

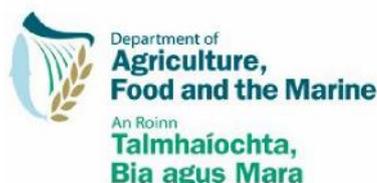
**Re: Note on Soil Samples and Nutrient Management Plans (NMPs) in GLAS**

Dear Advisor,

Please see attached appendix, detailing soil sample and NMP requirements for GLAS.

GLAS

Agriculture Structures & Market Supports Division [glas@agriculture.gov.ie](mailto:glas@agriculture.gov.ie)



1. All GLAS participants must have a GLAS Nutrient Management Plan (NMP) produced by a GLAS Advisor in line with the requirements of Statutory Instrument (SI) 31/2014, European Union (Good Agricultural Practice for Protection of Waters) Regulations 2014<sup>1</sup>, within the timeframe set down in the GLAS Tranche 1 and 2 Terms and Conditions.
2. The NMP must outline the total chemical Nitrogen (N) and chemical Phosphorus (P) for whole farm.
3. Adjustments must be made by the GLAS Advisor when drawing up the NMP for GLAS area based actions that have a chemical N restriction, for example, LIPP, THM, Hen Harrier etc. Therefore in these cases, the limit for these parcels is the maximum imposed by the GLAS action. All other Nitrogen advice for grassland should be based on chapter 9 of the Teagasc publication *Major and Micro Nutrient Advice for Productive Agricultural Crops*, 1<sup>st</sup> April 2008 (The Green Book)<sup>2</sup> and in particular with tables 9.5 and/or 9.6.
4. Commonage lands must not receive/be allocated chemical N and chemical P in the GLAS NMP. There is no requirement to soil sample these lands.
5. Mountain land and rough grazing lands may also be excluded from soil sampling. However in these cases, the lands must not receive/be allocated chemical N and chemical P and these areas must be clearly identified on the Teagasc NMP system.
6. All other land farmed (whether owned/leased/rented) must be sampled.
7. Soil samples must be taken in accordance with article 16(2) and schedule 1 of SI 31/2014. Therefore for the GLAS NMP, once soils are within the five-year rule set out in Article 16(2) of SI 31/2014 on the date of drawing up the GLAS NMP, a GLAS NMP can be prepared; however this will mean that the NMP will have to be updated during the GLAS contract by taking new soil samples.
8. Soil analysis undertaken for this purpose shall be carried out by laboratories that have obtained ISO/IEC 17025:2000 accreditation for the test in question. Accreditation to compatible standards by other Member States, such as UKAS in UK, is also acceptable.
9. For samples to be valid in the year the GLAS NMP is prepared, they must be taken after the 15<sup>th</sup> September, five years previously. Therefore for samples to be eligible for 2016, they must have been taken after 15<sup>th</sup> September 2011. If taken on 1<sup>st</sup> September 2011, these samples expired on 31<sup>st</sup> December 2015.
10. Nitrates Derogation farmers who are also in GLAS must sample all lands farmed and take samples in accordance with the Nitrates Derogation Terms and Conditions and SI 31/2014 (Derogation Regulations) in place at the time of taking the soil samples; however they must not apply/allocate chemical N and chemical P to mountain/rough grazing and commonage lands.
11. Failure to have a valid GLAS NMP in place by 31<sup>st</sup> December 2016 for Tranche 1 participants and by 31<sup>st</sup> March 2017 for Tranche 2 participants will lead to no further GLAS payments being made; if still not submitted by the end of the second full year (31<sup>st</sup> December 2017 for both GLAS 1 and 2 participants), the GLAS participant will be terminated from the scheme.
12. All GLAS participants must have a **valid** GLAS NMP in place at all times during the GLAS contract once the initial GLAS NMP is submitted. Failure to have one in place may result in termination from the scheme in line with 11 above.

All GLAS contracts that have a GLAS action(s) which have a chemical N restriction, will require a review of the GLAS NMP in year 3, which will require the GLAS Advisor to assure himself/herself that the NMP remains relevant and is been delivered properly.

<http://www.irishstatutebook.ie/eli/2014/si/31/made/en/print;>

<http://www.teagasc.ie/publications/viewpublication.aspx?PublicationID=829>

## **Appendix 2**

### **Soil Testing Laboratories DAFM procedures re. acceptance of soil testing results**

The arrangements under which the Department of Agriculture, Food and the Marine approves laboratories for soil analysis for the purpose of compliance with the Nitrates Regulations, S.I. No. 31 of 2014, is outlined below.

The Department requires that soil analysis undertaken for this purpose is carried out by laboratories that have obtained ISO/IEC 17025:2000 accreditation for the test in question. Accreditation to compatible standards by other Member States, such as UKAS in UK, is also acceptable.

The tests in question are:

<b>Soil pH</b>	<b>Soil Buffer pH</b>	<b>Morgan's Extractable P</b>	<b>Morgan's Extractable K</b>	<b>Organic Matter Content</b>
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It is the responsibility of the person submitting the soil analysis results to ensure that the laboratory chosen meets the accreditation requirements before carrying out soil analysis. Clarification may be obtained from the laboratory itself and accreditation status can be verified if required via the websites of the accrediting authorities:

Irish National Accreditation Board

[www.inab.ie](http://www.inab.ie)

United Kingdom Accreditation Service

[www.ukas.com](http://www.ukas.com)

For other queries in relation to laboratories, please contact:

Nitrates, Biodiversity & Engineering Division,

Dept. of Agriculture, Food and the Marine,

Johnstown Castle,

Co. Wexford.

Ph.: 053 - 916 3444

LoCall: 1890 200 509

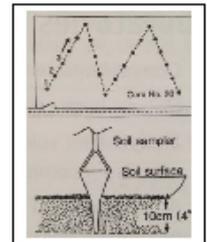
## Appendix 3: Guidelines to taking soil samples

### Guidelines to preparing soil sampling maps

1. Print off complete set maps for all land parcels (Access BPS Maps).
2. Take a soil sample every 2 to 4ha (5 to 10 acres). If area not uniform reduce the sample area to represent discrete areas (see point 3).
3. Map out discrete areas of the farm that are uniform in soil type, drainage cropping history, etc. For example split fields based on previous cropping history for example grazing / silage / cereal cropping etc.. Split fields based on soil type mineral/peat soils.
4. Number each sample area clearly on map.
5. Print off 2 copies of the map for the soil sampler. A copy to be used for soil sampling on the farm. Soil sampler will record any changes while out on the farm. A map to remain with the farmer and return other copy to advisor / planner and retain on client file.

### Code of Practice for Soil Sampling

1. To take a soil sample it is essential to have a suitable soil corer
2. Take a soil sample every 2 to 4 ha.
3. Take a representative soil sample by walking in a W shaped pattern across the sampling area.
4. Ensure soil cores are taken to the correct sampling depth of 100 mm (4")
5. Take separate samples from areas that are different in soil type, previous cropping history, slope, drainage or persistent poor yields
6. Avoid any unusual spots such as old fences, ditches, drinking troughs, dung or urine patches or where fertilizer / manures or lime has been heaped or spilled in the past.
7. Do not sample a field until 3 to 6 months after the last application of P and K and 2 years where lime was applied.
8. Take a minimum of 20 soil cores, mix them together, and take a representative sub-sample for analysis.
9. Sample at the same time of the year to aid comparisons of soil sample results and avoid sampling under extremes of soil conditions e.g. waterlogged or very dry soils.
10. Place the soil sample in a soil box / bag to avoid contamination and write the field number and sample number on the soil box / bag.



*Prepared by Mark Plunkett, August 2016.*